

BRIDGEND COUNTY BOROUGH COUNCIL

MEMBER INDUCTION AND DEVELOPMENT PROGRAMME 2022/23

The development events in this programme have been arranged for Elected Members. It has been designed to reflect the skillset and requirements of members. Additional opportunities will arise throughout the year which will be publicised. Requests for specialist session will also be considered.

The Democratic Services Committee will provide direction for member development activities that need to be undertaken and to ensure that the development needs of members are met. The Committee will also receive updates regarding the Member Development Budget and any evaluation of the Elected Member Learning and Development Strategy that is undertaken.

E-Learning

The Council's e-learning system is available for members using the Learning and Development website. It provides an effective and innovative way to learn in the form of bite-sized units accessible either in the council offices, at work or at home; which members can revisit as needed at a time to suit them.

There are a range of courses available with more being developed and most modules can be completed in 30 minutes. There is a guide to e-learning for members available on the Council's intranet which will explain how to log on.

The following e-learning modules are mandatory for all Members:

UK General Data Protection Regulation

Corporate Induction

Display Screen Equipment (DSE)

ICT Code of Conduct

Safeguarding children and adults – raising awareness

Fire Safety

Violence against women, domestic abuse and sexual violence

Other development opportunities

A range of other development opportunities are available throughout the year which are provided to staff. If space is available then places will be offered to members.

Keeping development records

A record of attendance at all development sessions will be kept by the Democratic Services Team. Members who wish to add to their record of development with training from other sources for CPD purposes are more than welcome to do so. Please send details to the Democratic Services Team.

For help and advice about this programme please contact the Democratic Services Team.

Date and Time	Delivery	Facilitator	Development Session
October 2021 onwards		WLGA Council	Council Information and promotion activities <ul style="list-style-type: none"> • WLGA be a Councillor information; • Training for mentors from national organisations; • Open evenings, information sessions, mentoring and shadowing schemes for potential candidates; • Comms and media initiative encouraging understanding of the democratic process, voting, participation.
February 2022 onwards			Issuing of Candidates' Information Pack
Thursday 5 th May 2022			Local Government Elections
PHASE 1 & 2 – ADMINISTRATION AND ESSENTIALS			
Friday 6 th May	Elections Count	Democratic Services Team Payroll Team Chief Executive / Monitoring Officer	Induction Sessions (Essential for all members) <ul style="list-style-type: none"> • On the ground officer meet and greet session; • Induction packs issued as part of introductory package; • Signing Acceptance of Office; • New starter HR/Payroll Forms/ID Cards; • Pension and Disclosure and Barring Service (DBS) information; • ICT equipment collection /induction arrangements; • Civic Office orientation (Council offices and County facilities, access and security, maps); • Briefing of the facilities available to Elected Members.
Monday 9 th May Session 1: 9am – 12pm	Committee Rooms, Civic	Democratic Services Team Payroll Team	Induction Sessions – continued from Friday 6th May (Essential for all members) <ul style="list-style-type: none"> • On the ground officer meet and greet session;

<p>Session 2: 1pm – 4pm</p> <p>Tuesday 10th May</p> <p>Session 1: 9am - 12pm Session 2: 1pm – 4pm</p>		<p>ICT Team Chief Executive / Monitoring Officer</p>	<ul style="list-style-type: none"> • Induction packs issued as part of introductory package; • Signing Acceptance of Office; • Declarations of Personal Interests; • Official photographs for council website and ID cards; • New starter HR/Payroll Forms/ID Cards; • Pension and Disclosure and Barring Service (DBS) information; • ICT equipment collection /induction arrangements; • ICT support - there will be an opportunity for members to ask questions/raise queries; • Civic Office orientation (Council offices and County facilities, access and security, maps); • Briefing of the facilities available to Elected Members
<p>Wednesday 11th May 10am – 12pm</p>	<p>Microsoft Teams</p>	<p>Democratic Services</p>	<p>Microsoft Teams Training (Essential for new members)</p> <p>This session is designed to get Members up and running with Teams.</p>
<p>Wednesday 11th May 2pm – 4pm</p>	<p>Microsoft Teams</p>	<p>Chief Executive Corporate Directors and key officers</p>	<p>Welcome Briefing (Essential for new members)</p> <p>This session provides an essential overview for members newly elected to the council.</p>
<p>Thursday 12th May 10am – 12pm 2pm – 4pm</p>	<p>Council Chamber</p>	<p>Democratic Services</p>	<p>Hybrid Meetings Training (Essential for all members)</p> <p>Members will gain an understanding of how to engage in blended meetings and experience the session in a hybrid setting to observe the learnings in practice.</p>

<p>Friday 13th May 2pm – 4pm</p> <p>Monday 16th May 2pm – 4pm</p>	Microsoft Teams	Monitoring Officer	<p>Standards in Public Life / Code of Conduct (Mandatory for all new members)</p> <p>This session will provide councillors with a greater depth of understanding of standards expected in public life and the council's Code of Conduct.</p>
<p>Friday 13th May 10am – 11am</p> <p>Monday 16th May 10am – 11am</p>	Microsoft Teams	External Facilitator	<p>Member Induction</p> <p>How to hit the ground running as a new member – what you need to know about the legal and governance issues.</p> <p>(Essential for new members)</p>
<p>Tuesday 17th May 10am – 12pm 2pm – 4pm</p>	Microsoft Teams	Democratic Services	<p>General Outline of Committees (Essential for new members)</p>
	E-learning modules	Learning and Development	<p>Corporate Induction Display Screen Equipment (DSE) ICT Code of Conduct Safeguarding children and adults – raising awareness Fire Safety Violence against women, domestic abuse and sexual violence UK General Data Protection Regulation</p> <p>(Mandatory for all Members)</p>
Wednesday 18th May	Microsoft Teams		ANNUAL MEETING OF COUNCIL

PHASE 3 – THE CORE FUNCTIONS
COMMITTEE MEETING CYCLE BEGINS

Monday 23 rd May 10am – 12pm 2pm – 4pm	Microsoft Teams	Legal Officer Licensing Officers	Licensing Committee Responsibilities of the committee and licensing law. (Members of the Committee are required to attend in order to be able to serve on the Committee)
Tuesday 24 th May 10am – 4pm (with break for lunch)	Microsoft Teams	External Facilitator Legal Officer Planning Officers	Development Control Committee Responsibilities of the committee and planning law. (Members of the Committee are required to attend in order to be able to serve on the Committee)
Wednesday 1 st June 10am – 12pm	Microsoft Teams	WLGA	Scrutiny Chairing Skills This workshop is designed to enable Members who have been nominated Chairperson or Vice of committees to consider all aspects of the Chair's role and encourage them to devise practical ways of developing their performance in this area. It will cover different meetings and styles required. (For members appointed as a Chairperson or Vice-Chairperson of a Scrutiny Committee)
Wednesday 1 st June 2pm – 4pm	Microsoft Teams	Head of Internal Audit	Governance & Audit Committee (Members of the Committee are required to attend in order to serve on the Committee)
Monday 6 th June 2pm – 4pm	Microsoft Teams	WLGA	Overview and Scrutiny The session will also consider the development of the function, look at the importance of work programming and prioritisation including

			<p>promotion of its value to secure greater engagement from the Executive, different operating methods such as task and finish groups. There will be a focus on outcomes and drawing on best practice.</p> <p>(Members of Scrutiny Committees are required to attend in order to be able to serve on the Committee)</p>
<p>Tuesday 7th June 2pm – 4pm</p>	Microsoft Teams	Chief Finance Officer / External Facilitator	<p>Introduction to Treasury Management</p> <p>This session will provide Members with an overview of legislation and how funds are invested at BCBC.</p> <p>(For all members of the Governance and Audit Committee)</p>
<p>Wednesday 22nd June 10am – 12pm</p> <p>Thursday 23rd June 2pm – 4pm</p>	Microsoft Teams	Chief Finance Officer key officers	<p>Financial Awareness</p> <p>This session provides an understanding of how the Council's budget formulation process works and how to understand the Council's financial position.</p> <p>(For all members)</p>
<p>Wednesday 29th June 10am – 12pm 2pm – 4pm</p>	Microsoft Teams	Chief Executive key officers	<p>Corporate Plan</p> <p>(For all members)</p> <ul style="list-style-type: none"> • Annual Delivery Plan; • Transformation Programme • Wellbeing of Future Generations Act; • Five ways of working under the Act; • Performance Management & Reporting; • Public Service Board
<p>Thursday 30th June 10am – 12pm</p>	Microsoft Teams	Corporate Director –	<p>Corporate Parenting & Safeguarding / Social Services and Wellbeing (Wales) Act</p>

Friday 1 st July 2pm – 4pm		Social Services and Wellbeing key officers	(For all members)
Friday 1 st July 10am – 12pm	Microsoft Teams	External Facilitator	General Chairing Skills This workshop is designed to enable Members who have been nominated Chairperson or Vice of committees to consider all aspects of the Chair's role and encourage them to devise practical ways of developing their performance in this area. It will cover different meetings and styles required. (For all members appointed as a Chairperson or Vice of a Committee)
Tuesday 5 th July 10am – 12pm Wednesday 6 th July 2pm – 4pm	Microsoft Teams	Consultation and Engagements Equalities Manager	Equalities and Diversity Equality Act Diversity Declaration Socio-economic duty Welsh Language (For all members)
TBC	Microsoft Teams	External Facilitator	Planning - Local planning and development management (For non-committee members)
TBC	Microsoft Teams	TBC	Member Referrals (For all members)
TBC	Microsoft Teams	External Facilitator	New Cabinet Development

			(For Cabinet members)
TBC	Microsoft Teams	External Facilitator	Personal Safety & Self-Care Stress management; Personal resilience; Work-life balance; Bullying and harassment; Online abuse/using social media; Sources of help and support within and beyond the Council; and Public Speaking and working with the media. (For all members)
TBC	Microsoft Teams	External Facilitator	Questioning Skills (For all members)
TBC	Microsoft Teams	External Facilitator	Appointments, appeals and interview skills (For members of the Appointments Committee and Appeals Panel)
PHASE 4 AND 5 – IDENTIFYING THE NEEDS OF INDIVIDUAL COUNCILLORS AND CONTINUING DEVELOPMENT SIX MONTHS AFTER THE ELECTION			
December 2022 – January 2023	Democratic Services	Democratic Services Manager	Personal Development All members will be afforded the opportunity of individual Personal Development Interview and Scrutiny Impact

			Questionnaire.
Ongoing		By experienced members	Local Mentoring Schemes

*Please note that these sessions are subject to change.

*Refresher training will be provided for all essential topics as appropriate.