

STANDARDS COMMITTEE



Report subject	Member Training requirements for 2024/2025
Meeting date	16 April 2024
Status	Public Report
Executive summary	This report provides the Standards Committee with an opportunity to consider the Member Training requirements for the forthcoming municipal year 2024/2025.
Recommendations	It is RECOMMENDED that: (a) The Standards Committee to advise on the provision of Member Training for 2024/2025 (b) The Standards Committee considers adding the review of Member Training to its work programme for future review
Reason for recommendations	The Standards Committee has the lead responsibility for the promotion of good ethical governance and works alongside the Audit and Governance Committee in the promotion of robust governance across the Council.

Portfolio Holder(s):	Not applicable
Corporate Director	Graham Farrant, Chief Executive
Report Authors	Janie Berry, Director of Law & Governance and Monitoring Officer
Wards	Not applicable
Classification	For decision

Background

- Following the BCP Council Elections in May 2023, all Councillors received induction training and specific service related training, for example planning and licensing, to ensure they were equipped to fulfil their democratically elected roles.
- It is good practice to ensure training is provided regularly and this can be delivered in a variety of formats so as to ensure skillsets are kept up to date.
- The continuous provision of training helps to add robustness to the council's governance framework.
- Common topics included in regular Member training updates include (this is not an exhaustive list):
 - Planning and Licensing - The introduction of a second Planning Committee has triggered an additional training session to be delivered by the Planning Advisory Service in April 2024. This is open to all Councillors for example, those who wish to refresh their existing skills, those who may be required to substitute for a member of the Planning Committee and those who wish to be appointed to a Planning Committee. As Planning Committee is a quasi judicial committee (alongside Licensing Committee) attendance at a Planning Committee training session should be mandatory for all Councillors who wish to participate in this work.
 - Code of Conduct - All Councillors upon election are required to sign a declaration of office to adhere to the Code of Conduct. This also includes adherence to the Protocol for Councillor / Officer Relations and the regular upkeep of their respective Register of Interests.
 - Social Media - The Standards Committee has received a number of complaints recently about the use of social media by Councillors. The use of social media was covered at the Induction Session and the LGA has issued guidance to all Councillors which can be located at the following link [Social media guidance for councillors | Local Government Association](#)
 - Access to information and the status of information presented to council meetings and the responsibly management of information held. It is important for the Council's information to be managed correctly and this includes material shared in council meetings. The constitution provides helpful guidance and interpretation but a breach of these provisions could have negative consequences for the Council.
- Councillors in BCP Council also have accessed to dedicated training platforms:

Skillgate online learning

6. Members have access to the online training portal and are required to complete a number of statutory training modules including information governance, safeguarding and equalities. The take up of this training is monitored and at the time of writing approximately 81% of Councillors have completed the prerequisite courses.

Member Support SharePoint – Digital Members Room and Training Library

7. A comprehensive Member Induction Programme was launched following the elections in May 2023, a copy of the initial programme is appended to this report. The dates and times of some sessions were altered for operational reasons.
8. To support members, daytime and evening sessions were delivered where possible but inevitably it was impossible for all members to attend every session. To assist in this regard, and to serve as an on-going resource repository for refresher training, a digital library of appropriate sessions were captured and have been published on a SharePoint site. This includes a recording of the training session, copies of the slides and other useful guidance documents.
9. This site was intended as a work in progress suggestions for additional material useful for councillors is always welcomed.

Options Appraisal

10. Whilst it is good practice to have a continuous training programme, the Standards Committee may alternatively decide that the Member Induction delivered in 2023, supported by the online learning is sufficient to meet Councillors development needs.

Summary of financial implications

11. There are no financial implications directly arising from this report.

Summary of legal implications

12. There are no legal implications directly arising from this report, however all Councillors are required to adhere to the Council's Constitution and the Code of Conduct.

Summary of human resources implications

13. There are no human resources implications directly arising from this report.

Summary of sustainability impact

14. There are no issues directly arising from this report.

Summary of public health implications

15. There are no public health implications directly arising from this report.

Summary of equality implications

16. There are no equality implications directly arising from this report.

Summary of risk assessment

17. Failure to undertake training may expose the Council to some degree of risk for example in the area of information governance where training is mandatory.

Background papers

Council Constitution

Code of Conduct for BCP Councillors

Appendices

Appendix 1 - Initial Members Induction programme – May 2023

Essential Induction/Councillor Training 2023*

*This is an initial list and may be subject to revision. Further information will be forthcoming as required.

Training / Session to be delivered	When / Where	Attendees	Suggested Delivery
MAY 2023			
The Council: Structure and Contacts Quick run through of service areas and familiarisation with new corporate structure Key challenges / opportunities Corporate policies and embedded principles Signposting for key contacts (Cllr use only) and how to navigate Teams.	09 May 11.30 – 13.30 14:00 – 16:00 10 May 13:00 – 15:00 18:00 – 20:00 Location: Phoebe (Cllrs) / Virtual/Hybrid (Officers)	All Councillors	Internal Timings: 20 mins per service area Introduction: Graham Farrant, Chief Executive Operations: Jess Gibbons, Chief Operations officer Supported by Julian McLaughlin, Amanda Barrie, Kate Langdown, Matti Raudsepp, Sam Fox, Kelly Ansell Children's Services: Cathi Hadley, Corporate Director of Children's Services Supported by Jane White, Sarah Rempel, Rachel Gravett, Juliette Blake Wellbeing: new Corporate Director of Wellbeing (TBC) Supported by Betty Butlin, Phil Hornsby, Sam Crowe Resources: new Corporate Director of Resources (TBC) Supported by Susan Zeiss, Adam Richens, Isla Reynolds, Sarah Ray-Deane, Katie Lacey

Training / Session to be delivered	When / Where	Attendees	Suggested Delivery
Councillor Photographs Tour of the building	09-10 May 23 Following each session above	Photos - All Councillors Tour – new Councillors	Corporate Communications team Greg Smith / Andy Beeson-Brackstone / Brad Marsh Democratic Services Team
IT Equipment Handover and Familiarisation Provision of IT Hardware for new Cllrs - 1 st week Set up multi factor authentication and log in to new laptops Introduction to Teams Signposting for support – promotion of online self-service/service desk	11 May 09:00 – 10:00 11:00 – 12:00 13:00 – 14:00 15:00 – 16:00 12 May 13:00 – 14:00 15:00 – 16:00 Location: Room 206 – (Building access is limited due to building works - Access via the Extension entrance and lift to floor E2 and then the stairs to floor 2 of the main building)	New Councillors	Internal 1 hour IT setup Multiple sessions, 6-8 max at each session ICT Services - Katrina Roberts / Dom Gatrell / Dolorosa Fisher / Philip Ketley Democratic Services Team

Training / Session to be delivered	When / Where	Attendees	Suggested Delivery
<p>Decision making at BCP Council</p> <p>Understanding the Constitution and decision-making committee flow charts, to demonstrate the appropriate routes of decision-making.</p> <p>Overview of the role of Cabinet, Council and Committees.</p> <p>The role of the Councillor in decision-making.</p> <p>Procedure Rules for meetings, including the role of the Chairman of Council.</p> <p>Declarations of interest, voting and overview and scrutiny – an overview.</p> <p>The role and duties of Statutory officers, e.g. HoPS, s151 and MO.</p> <p>Policy approval.</p> <p>Officer report writing process.</p>	<p>11 May 18:00 – 20:00</p> <p>12 May 10:00 – 12:00 Location: Phoebe</p>	<p>All Councillors</p>	<p>Internal/ Service</p> <p>Richard Jones & Susan Zeiss</p> <p>Democratic Services team</p>

Training / Session to be delivered	When / Where	Attendees	Suggested Delivery
<p>Overview and Scrutiny</p> <p>Scrutiny basics:</p> <p>The Executive model of governance and the checks and balances provided by the O&S function.</p> <p>The purpose of scrutiny and the roles of Councillors on Overview & Scrutiny committees</p> <p>Items for inclusion on Forward Plan – not limited to Cabinet reports, but broader topics including in-depth service reviews</p> <p>The critical friend role.</p> <p>The calling-in of decisions process.</p>	<p>15 May 23</p> <p>14:00 – 16:00</p> <p>18:00 – 20:00</p> <p>Location: Phoebe</p>	<p>All Councillors</p>	<p>External/ Internal</p> <p>CfGS</p>

Training / Session to be delivered	When / Where	Attendees	Suggested Delivery
Introduction to Civic arrangements Robing/fitting for Annual Meeting Advice on Regalia	15 May 12:00 – 14:00 18 May 12:00 – 14:00 Bournemouth: Civic Centre (meet in reception) 30 May 10:00 -12:00 01 June 12:00 – 2:00 Poole: Upton House (meet in reception)	Trustees	Internal Carolyn Suter Hazel Randall Jeff Brown Gary Richards
An Introduction to Licensing Processes All Councillors be encouraged to attend	16 & 17 May 10:00 – 14:00 (all Cllrs) 24 May 11:00 – 16:30 (Licensing Committee Members and Reserves) Location: Annexe Committee Room	All Councillors	External Peter Saville

Training / Session to be delivered	When / Where	Attendees	Suggested Delivery
Code of Conduct Training The role of the Standards Committee. The Constitution and setting expectations of roles and behaviours. Councillor/Officer protocol. The management of intimidation and harassment. Values and Behaviours – ‘Debate not Hate’	22 May 23 14:00 – 16:00 25 May 14:00 – 16:00 Location: Phoebe	All Councillors	Internal Richard Jones & Susan Zeiss & Ingrid Brown Democratic Services
Children Services / Children’s Social Care Children Care Act Corporate Parenting Working with children and young people Working within a children’s service moving from ‘inadequate’ - improvement plan, etc	22 May 18:00 – 20:00 31 May 15:00 – 17:00 Location: Phoebe	All Councillors	Internal Cathi Hadley Juliette Blake Sara Scholey Rachel Gravett Jo Fry

Training / Session to be delivered	When / Where	Attendees	Suggested Delivery
Adult Social Care & Safeguarding Key headlines – purpose of Social Care Health & Care Act Commissioning Safeguarding adults	24 May 18:00 – 20:00 30 May 14:00 – 16:00 Location: Phoebe	All Councillors	Internal Phil Hornsby Betty Butlin
An Introduction to BCP & Local Government Finance Context General Fund / HRA / Schools Councils Budget 2023/24 Revenue and Capital Funding Sources Council Tax Financial Planning – MTFP & Budget Setting Treasury Management Financial Regulations & role of Audit Value for Money & Procurement Statutory / Management Accounts	25 May 2023 18:00 – 20:00 Location: Phoebe (Cllrs) Virtual/Hybrid (Officers)	All Councillors	Internal Financial Services Adam Richens

Training / Session to be delivered	When / Where	Attendees	Suggested Delivery
Cabinet Member Training Being an effective Portfolio Holder Report writing and review process Cabinet Members meeting with companies, Government ministers, junior Staff (reference office/member relations protocol). Specific portfolio holder responsibilities	31 May 10:00 – 12:00 Location: Phoebe	All Councillors	Internal Graham Farrant Susan Zeiss Adam Richens Richard Jones
JUNE 2023			
Introduction to Transformation Governance arrangements / future plans / Cllr involvement. Reinforcement of Members as part of process to achieve efficiencies/savings. Transformation cross party working group for new members – Leaders of each Party (or nominated reps)	05 June 13:30 – 15:30 Location: Phoebe	All Councillors	Internal Graham Farrant Katie Lacey Matti Raudsepp Sarah Ray-Deane Adam Richens

Training / Session to be delivered	When / Where	Attendees	Suggested Delivery
An Introduction to Planning Processes	08 June 23 14:00 – 16:00 Location: Phoebe	All Councillors	Sam Fox Alex Chrusciak David Hodges
Education School performance and Cllr interaction with schools SEND agenda – written statement of action School Place planning / Admissions / Appeals	12 June 10:00 – 12:00 21 June 18:00 – 20:00	All Councillors	Internal Sarah Rempel Helen Becker Tanya Smith
Safeguarding Working with partners Our responsibilities Reporting process Structures and governance	22 June 14:00 – 16:00 18:00 – 20:00	All Councillors	Internal Tammy Lawrence Rachel Gravett
Overview & Scrutiny budget training	26 June 12:00 – 13:00 Virtual		External Southwest Overview and Scrutiny Network Ian Parry, Centre for Governance and Scrutiny

Training / Session to be delivered	When / Where	Attendees	Suggested Delivery
Chairing and & Managing Effective meetings Aimed at those who will Chair meetings, but open to all as transferable skills, which can be used in the community and leading projects.	26 June 14:00 – 16:00 Location: Phoebe	All Councillors	Internal/external Democratic Services Induction Pack: LGA <i>A councillor's workbook on chairing skills</i> – useful resource Managing effective meetings.
Communicating effectively BCP Council media protocol Working with the media Using social media effectively Social media etiquette and privacy Social media at BCP Council	28 June 23 14:00 – 16:00 Location: Phoebe	All Councillors	Internal Isla Reynolds Liam Creedon Carly Hoyle Isabela Gamble
Transportation and Highways / Coasts Highways Engineering Traffic Sustainable travel FCERM- Flood and coastal erosion management Reporting tools / process	29 June 15:00 – 16:00 18:00 – 19:00 Location: Phoebe	All Councillors	Internal Julian McLaughlin Richard Pincroft Matt Hosey Head of Engineering (if in post) Sarah Good

Training / Session to be delivered	When / Where	Attendees	Suggested Delivery
JULY 2023			
Community Safety To advise Councillors of their role and responsibilities in line with: How to engage with community / report issues Rolling programme – annual RIPA & surveillance training. Scrutiny – annual report. To cover any agency concerns – health; police; etc. Community Safety Partnership Graffiti Fly-tipping	03 July 10:00 – 12:00 Location: Phoebe	All Councillors	Internal Annual sessions to meet statutory requirements Some may be more relevant to be held in line with specific Committees, i.e. Scrutiny and Health & well-Being Board etc Kelly Ansell RIPA SRO Mark Callahan – Chief Superintendent
Environment Waste & Cleansing Green Spaces Bereavement Highways Maintenance Signpost reporting list of contacts – customer services + option for site visits	04 July 23 10:00 – 11:00 12:30 – 13:30 Location: Phoebe	All Councillors	Internal Kate Langdown Ian Poultney Martin Whitchurch Georgie Fry Simon Legg Liz Hall

Training / Session to be delivered	When / Where	Attendees	Suggested Delivery
Housing Refugee settlement New council housing stock Regulation/legislation Homelessness	06 July 23 10:00 – 12:00 Location: Phoebe	All Councillors	Internal Kelly Ansell Ben Tomlin
Commercial Operations Seafront, including seasonal response Leisure Car parking operations and enforcement Events Offer of site visits (outside of these scheduled sessions)	11 July 10:30 – 12:00 12 July 18:00 – 19:30 Location: Phoebe	All Councillors	Internal Amanda Barrie Jon Weaver Anthony Rogers Helen Wildman Robert Pickernell
Equality / Diversity & Inclusion To cover relevant equality legislation and information regarding Impact Assessments, relevant to the elected councillor role.	12 July 14:00 – 16:00 24 July 18:00 – 20:00 Location: Phoebe	All Councillors	Internal Sam Johnson Bridget Webber Cat McMillan Kathy Boston-Mammah

Training / Session to be delivered	When / Where	Attendees	Suggested Delivery
Enabling Communities Expectation management Role of Cllrs Signposting Rolling programme - annual	19 July 23 14:00 – 15:30 Location: Phoebe	All Councillors	Internal Jess Gibbons Cat McMillan
Councillors making complaints on behalf of residents How to submit a complaint and the process involved.	25 July 13:00 – 13:30 Location: Online	All Councillors	Internal Bridget Webber
POST INDUCTION PERIOD			
Emergency planning To make councillors aware of the council's civil protection duties under the Civil Contingencies Act and the role of councillors in relation to this. To include a risk profile of BCP Council from an emergency planning perspective and how command and control across BCP Council and the multi-agency partnership works. Reporting line to Audit & Governance Committee	04 September 14:00 – 15:00 18:00 – 19:00 Location: Phoebe	All Councillors	Internal Alyson Whitley Adam Richens Nigel Stannard

Training / Session to be delivered	When / Where	Attendees	Suggested Delivery
Climate Change How the Council is addressing the climate emergency How can people get involved?	05 September 14:00 – 15:00 18:00 – 19:00 Location: Phoebe	All Councillors	Internal Matt Montgomery
Health & Wellbeing To make Councillors aware of the benefits of well-being, mental and physical health. Joint public health service Integrated care system / Board Health & WB Board meetings	06 September 14:00 – 16:00 18:00 – 20:00 Location: Phoebe	All Councillors	Internal New Director for Wellbeing Sam Crowe

Committee Training – May/June 2023

In addition, there are specific training requirements for certain Committees:

Training / Session to be delivered	When / Where	Attendees	Suggested Delivery
Appeals Committee All Committee members must be trained before hearing any cases. (All other councillors encouraged to attend for substitution and general awareness) Additionally, equality and conduct issues to be covered. Conduct at meetings	30 May 09:00 (immediately prior to Appeals Committee) Conduct at meetings – refresher sessions to be held twice a year	All Committee Members	Internal Carly Williams
Licensing Sub-Committee All Committee members must be trained before hearing any cases. (All other councillors encouraged to attend for general awareness)	16 and 17 May 10:00 – 14:00 24 May 11:00 – 16.30 Location: Annexe Committee Room	All Committee Members	External Peter Savill 16 and 17 May 2023 10:00 – 14:00 Identical sessions compulsory for the licensing committee to attend one of and open to all members for basic overview of all things licensing. 24 May 2023 11:00 – 16.30 To follow Licensing Committee and compulsory for all members of the Licensing Committee for more detailed overview of areas that come before the committee most often and decision making. To also be opened for all members

Training / Session to be delivered	When / Where	Attendees	Suggested Delivery
Planning Committee All Committee members must be trained before hearing any cases. (All other councillors encouraged to attend for substitution and general awareness)	23 May 10:00 – 15:00 Annual session May, followed by quarterly refresher sessions	All Committee Members	Internal/external - Sam Fox Alex Chrusciak David Hodges Robert Firth Tanya Coulter
Standards Committee All Committee members must be trained before hearing any cases. (All other councillors encouraged to attend for substitution and general awareness)	14 June 14:00 – 16:00 Annual session May/June, followed by quarterly refresher sessions	All Committee Members	Internal Ingrid Brown Susan Zeiss
Audit and Governance Committee Terms of Reference Focus on Governance National Context / recommendations including direction of travel of A&G Committees	15 June 2023 18:00 – 20:00 MS Teams Meeting Separate training / good practice awareness sessions will be provided on the Account Accounts and Treasury Management.	All Committee Members	Internal Nigel Stannard Matt Filmer

Training / Session to be delivered	When / Where	Attendees	Suggested Delivery
Lower Central Gardens Trust Board Introduction to the Trust	14 July 10:00 – 11:30	All Committee Members	Tanya Coulter