

<b>Item No.</b> 12.	<b>Classification:</b> Open	<b>Date:</b> 7 February 2022	<b>Meeting</b> Audit, Governance & Standards Committee
<b>Report title:</b>		Member Induction Programme 2022	
<b>Ward(s) or groups affected:</b>		All	
<b>From:</b>		Doreen Forrester-Brown, Director of Law & Governance and Monitoring Officer	

## RECOMMENDATIONS

1. To note the establishment of the director-led Member Induction and Learning & Development Task & Finish Group.
2. To note the objectives and outcomes for the Member Induction and Learning & Development Programme 2022.
3. To note and approve the draft Member Induction and Learning & Development Programme 2022.

## BACKGROUND INFORMATION

4. On 19 February 2018 Audit Governance & Standards Committee received a report entitled Southwark Member Induction Programme 2018. The report noted the completion of the project to rollout mobile technology to all Members and sought approval of the draft Member Induction Programme 2018.
5. Local Elections will take place on 5 May 2022; it is expected that several Members will be elected to the Council who are new to the role. This report details the steps the Council will take to ensure that new and returning Members are supported to undertake their role in the Council and maintain high standards of conduct.
6. In October 2021 the Monitoring Officer established the Member Induction Task & Finish Group. The Monitoring Officer leads the Group and is supported by the Director of Strategy & Economy. Directors from all departments of the Council are represented in the Group. However responsibility for developing and delivering the Induction and Learning & Development Programme is the responsibility of our Strategic Learning & Development Partner and Interim Learning & Development Partner - Member Induction. The core group officer list is attached at **Appendix 1**.

## Member Induction and Learning & Development Programme 2022

7. Duncan Whitfield, the Strategic Director of Finance & Governance is the project sponsor. The core group report into Corporate Governance Panel and to the

Chief Officer Team through the project sponsor, Duncan Whitfield. Audit Governance & Standards Committee have responsibility for promoting and maintaining high standards of conduct by elected members. The Induction, training and development of elected representatives is important to ensure they have a good understanding of the governance framework of the council.

## **KEY ISSUES FOR CONSIDERATION**

### **Objective of the Member Induction Programme 2022**

8. The objective of the initial stage of the programme is Member Induction. This element of the programme takes place between May-July 2022. Its objective is to ensure that newly-elected and re-elected Members to Southwark on 5 May 2022 are inducted into their roles in council business, decision-making, and how to be effective councillors when exercising their community leadership role. The overarching objective of member induction is to provide elected members with an understanding of how to discharge their role as an elected representative of Southwark and provide a basic understanding of the governance framework of the council.
9. The induction programme is therefore designed to support the promotion of effective community leadership and skilled decision making. It is also important, through induction, to promote and maintain high standards of conduct and good governance at a standard suitable for the office and responsibilities they hold.
10. The second stage of the programme from late July to October will be designed to ensure that there are additional opportunities for Members to attend key workshops they may have missed, mop up sessions or additional areas of training identified during the Induction period. There will also be a separate programme designed for Cabinet Members.

### **Member Learning & Development Programme 2022**

11. The Member Induction Learning & Development Programme 2022 is attached in **Appendix 2**.
12. The Appendix provides a draft overview of the Member Induction and Learning & Development programme with tentative dates. This is work in progress and is subject to further discussion with the Group Whips, training facilitators and the Task & Finish Groups.
13. In developing the Member Learning & Development Programme, Organisational Transformation have taken into account the rapid change to the delivery of learning across the organisation since the Covid-19 pandemic and have implemented the **Southwark approach to learning**.
14. The learning and development offer is focused on empowering members to work, learn, manage and lead effectively through a flexible approach to learning, 70:20:10. This approach aims to create an environment where Members can 'learn by doing' (70%), learn by working with others (20%) and learn in the

classroom (10%). It also embraces digital opportunities to extend the reach and speed of access to learning.

15. The programme includes Induction for Members where key learning has been identified to support them in carrying out their roles. The Member Handbook and Learning & Development programme will make recommendations for essential and refresher courses for Members. It will note, in line with the approach taken by other Local Authorities, that Members are required to undertake specified training in order for them to be able to sit on / Chair various Committees in accordance with the Constitution, such as Planning and Licensing Committee.
16. The allocation of financial resources in planning the Learning & Development programme has been carefully planned to ensure the Council achieves value for money in what is a competitive market with limited organisations who have the capacity to support the programme. Every effort should be made by Members to attend courses that have been organised to maximise attendance and resources.

### **Core Principles of the Programme**

17. The following core principles will drive the Member Induction and L&D Programme:
  - a. **Digital by default.** Where possible, training and induction will be delivered through online courses, which can be completed at a time convenient to members, using My Learning Source. Members will have access to a range of courses and information via their individual account. Members will also have a range of e-learning modules, which can be accessed via the Local Government Association platform to help develop their knowledge to support their role.
  - b. **Self-managing by councillors.** Induction will be based on a clear framework; members will be encouraged to take a proactive approach to their induction that works for them, is designed by them, and is based on their lifestyle, day to day pressures and own learning styles. Attendance and take up of programmes will be monitored.
  - c. **Prioritised and phased.** There will be clarity on what members absolutely *must* do, but recognising what is *nice to have* and so prioritising effort accordingly. This is about recognising that bombarding members with information and training in the days and weeks after the election may have the opposite effect to effective induction. Instead, the induction process should seek to phase activity prioritising the 'must dos' and important training early on, leaving 'nice to haves' to later phases and making the transition to 'business as usual'.
  - d. **High quality.** The quality of content of the induction must be high in addition to the IT kit to support the training. Significant improvements have been made in IT following the move to the shared service. Further details of the IT offer is contained in paragraphs 28-30.

- e. **Feedback and evaluation.** Members will be asked for constant feedback throughout the induction and more formally build in an evaluation on point in delivery to help learn lessons for the development of future programmes.

### **Learning and Feedback from the 2018 Induction Programme**

18. The feedback from the 2018 programme was generally very positive and well received by members. Members felt they had been given an overview of council business, and an understanding of their role as an elected Councillor of Southwark had been gained. Examples of comments received were: 'Very helpful and relevant', 'Excellent', 'Needed to be longer or provide a follow up' and 'Helpful in understanding the member role'.
19. Other feedback received indicated that the programme was very intense, with essential or role-specific inductions running 3 to 4 evenings a week from May to July making it difficult to maintain a work-life balance.
20. In response to that feedback the 2022 programme has been amended to:
  - Phase the programme over a longer period;
  - Provide greater clarity over prioritisation of training particularly for newly elected members;
  - The movement of more training to on-line which means that members can access the training at a time that works for them.

### **New Learning & Development Areas**

21. Since May 2018 the council has changed; there is a new Borough Plan containing new commitments, there has also been the declaring of a Climate Emergency, a global pandemic and the impact of Covid-19 on communities in Southwark, and Southwark Stands Together with our commitment to stand against racism and injustice. In response to this, the Induction Programme has been developed to include the following areas:
  - a. **Wellbeing and Health & Safety**

Over the last four years there has been an increase in incidences of physical, verbal and written abuse by the public towards Members. The Group Whips have also raised concerns about the safety of Members at Ward Surgeries and when engaging with constituents in the community. To support Members, additional courses have been identified to build their confidence and make them more aware of how to keep themselves safe. The following courses are available: Personal Safety for Members (e-learning), Members & Social Media, and dealing with complex and difficult casework. Members also have access to personal safety information provided by the Local Government Association and the Police.
  - b. **The Health of the Borough**

The aim is to provide Members with an understanding of the health, social & economic impact of Covid-19 on the borough's population and interventions to address this. Members will have an understanding of health and wellbeing in the borough, along with the inequalities that exist between communities

and population groups. They will gain an understanding of the immediate and longer-term health, social and economic impacts of the COVID-19 pandemic on our residents.

c. **Climate Change**

The Council declared a Climate Emergency in 2019 and produced a Climate Change Strategy in 2021. Climate Change is a key priority for the Council. Southwark is actively working to reduce its carbon footprint. Workshops will provide an introduction to the topic and enable Members to understand their role in tackling climate change and the carbon neutral target. They will also develop an understanding of how every decision will have an impact on these targets.

d. **Equalities**

The Borough Plan and Southwark Stands Together strengthened the Council's commitment to tackling racism and inequality. Enhanced equalities training will be provided to ensure Members fully understand Equalities Legislation, and how this relates to their role as elected representatives. The Equality Framework is about tackling inequalities, promoting equality and valuing diversity: to be a borough where all feel included, respected, treated fairly, appropriately and able to access services which understand and meet diverse needs.

### **Member Development Portal**

22. The Councillor Resource area on My Learning Source will be redesigned to ensure that the learning and development offer is clearly signposted so that all Members can see at a glance what they are required to do.
23. A Member Induction Implementation Task & Finish Group has been set up to look at delivery of the workshops and resources that are need to be uploaded onto the Portal.
24. Currently the areas on the Members resource portal include:
  - Learning & Development Matrix
  - Digital Skills
  - Member Induction e-Handbook
  - Local Government Association
  - Information Commissioners Office
  - Chartered Institute of Public Finance Accountancy
  - Local Government Information Unit
  - London Councils
  - Mobile Device Resources

### **Local Government Association Portal**

25. London Councils and the Local Government Association offer a comprehensive learning platform for Members. To access Members will be required to set up an account. Once they have registered with a username and password it will take 24 hours before their account becomes active. The Local Government Association

has a range of resources, which are accessible to Members. These include an e learning platform, a New Councilor Hub, and Councilor Workbooks where Members can easily access information 24 hours a day.

26. Once their account become activated, Members will have access to the following modules listed below:

• Biodiversity for councils	• Local Government Finance
• Commissioning Council services	• Planning
• Community engagement and leadership	• Police and crime panels
• Councillor Induction	• Scrutiny for councillors
• Equality, Diversity & Inclusion	• Stress management and personal resilience
• Facilitation and conflict resolution	• Supporting mentally healthier communities

27. The Local Government Association also have a platform called LG Plus where they collate and publish data for more than 9,000 types of metrics describing local authorities, wards and many other geographies. Members are able to access the data directly via the data tool or in themed reports written by the LGA. Information is presented in maps, charts or tables and comparisons can be made between wards and other local authorities. Membership to access this data is being explored.

### **Member IT and Digital Support**

28. Since May 2018 the delivery of our IT function has moved to a shared service arrangement with Brent and Lewisham. Further with increased remote working and considerable demands on the shared service from all authorities, it is important to clarify for all Members the service and support they can expect to receive in relation to IT and digital training.
29. An order has been placed for laptops for new members and it is planned to deploy these as far as possible within 24 hours of election results being announced. New members will be invited to collect their IT equipment from Tooley St and a named lead engineer will coordinate this activity. Basic initial guidance on using the equipment will be provided by the on-site engineers as part of the handover, more in-depth training will be provided by our Digital Learning Partners as part of the induction programme the following week. The named lead engineer will ensure that any technical issues reported by new members during the first week are swiftly resolved and on-site engineers will be present during the IT Training sessions of the induction programme to address any technical issues that arise.
30. The support processes for Members are currently being reviewed with the intent to offer an improved support service. These processes will be documented within a Members IT Policy which will also describe the IT hardware and software to be

provided to members and contain links to all relevant IT usage policies.

### **Member Handbook**

31. The Member Handbook is an e-handbook which was produced as part of the Member Induction Programme in 2018. It is accessible to all members via the members' section of My Learning Source.
32. The handbook aims to support members in carrying out their duties as a councillor and providing general guidance. The e-handbook is being updated for 2022 to take account of changes that have occurred within the council in the past four years. These include updates on members' IT kit, how members can make an enquiry, policy framework (Borough Plan, Climate change) and departmental staffing structures.

### **Member Enquiries**

33. Members will be provided with training on the icasework Members Portal, when they attend the Member Enquiry sessions provided as part of the induction programme. The newly introduced icasework Members Portal provides Councillors with the chance to log their own casework directly, this provides them with a reference immediately and allows them to track the progress of that casework. Members will also be provided with a copy of the Members Procedure document which will provide guidance on the process.

### **Meet the Officers Session**

34. An important part of the induction is to provide members with a broader understanding on how the council works, who is responsible for what at a senior level, the different configuration of departments and services and how these work together across the council.
35. The induction programme will therefore include a 'Meet the Officers' session. This will be an open session for Members to meet officers in a relatively informal setting. The purpose being to learn about what the council does and how it is organised, the specific role of senior officers and their teams and provide opportunities to ask questions about how the council works. An 'overview' document outlining the different departments and services within the Council will be provided alongside the event.
36. The session will be held in person in the late afternoon / early evening, most likely to take place in June (dates to be confirmed). Although there is hope that the impact of Covid on our borough will be reduced by the summer, officers will look at options to hold the event online as an alternative.

### **Cabinet Member Induction**

37. The election of a new Council will lead to a new Cabinet. It will be for the Leader of the Council, in discussion with officers, to work through how best to support any new Cabinet including what induction activity may be required.

## **Community, equalities (including socio-economic) and health impacts**

### **Community impact statement**

38. The Borough Plan details the key priorities for the Council. This report explains how the Member Induction and Learning & Development Programme 2022 will support the promotion of effective community leadership and skilled decision making. It is also important, through induction, to promote ethical decisions, maintain high standards of conduct and good governance at a standard suitable for the office they hold.

### **Equalities (including socio-economic) impact statement**

39. Southwark is a diverse borough and tackling inequalities is a key priority for the Council. The Induction and Learning & Development Programme has been developed to ensure that Members have a good understanding of equalities legislation, the Council's Equalities Framework and SST.

### **Health impact statement**

40. There are no health impacts arising from this report, however the programme does include better training and support for Members around wellbeing and Health & Safety. Public Health have developed a module entitled the health of the borough which will support Members in understanding the health data and health inequalities across Southwark.

### **Climate change implications**

41. The use of more online training should reduce the requirement for Members to attend face-to-face training and thereby support the Council in reducing our carbon footprint and become carbon neutral by 2030.

### **Resource implications**

42. The cost for the Member Induction and Learning & Development Programme 2022 will be met from the Member Training budget. An additional six months' resources has been engaged to support the development of the programme

### **Legal implications**

43. Please see the comments of the Director of Law and Governance.

### **Financial implications**

44. The cost of the programme will be met from the existing Member Learning and Development budget.

## Consultation

45. The Task and Finish Group and the Group Whips have been consulted on the Induction and Learning & Development Programme. Corporate Governance Panel were consulted on the programme and their comments have been incorporated. The Council have also worked closely with the Local Government Association, London Councils and external training organisations and individuals when developing the programme.

## SUPPLEMENTARY ADVICE FROM OTHER OFFICERS

### Director of Law & Governance

46. The Council has a duty under Section 27 of the Localism Act 2011 to promote and maintain high standards of conduct by its members. Some Members, including Members of Planning Applications Committee and Licensing Sub-Committee, are required to attend designated training to ensure they are up to date with current legislation and practice. Decisions made by Members who have not attended such training could be open to challenge.
47. Member training and development is essential to ensure that Members are given the knowledge and skills to perform their roles effectively.

### Strategic Director of Finance & Governance

48. The financial implications relating to the proposals contained in this report will be met from existing resources.

### Reasons for lateness

49. Information for this report was being consulted on by a variety of partners, and feedback was unavailable till after the report deadline.

### Reasons for urgency

50. This meeting is the last meeting of the audit, governance and standards committee before the elections on 5 May 2022, when the induction programme will begin.

## BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
None		

## APPENDICES

No.	Title
Appendix 1	Core Group Officer List
Appendix 2	Member Learning & Development Programme 2022

**AUDIT TRAIL**

<b>Lead Officer</b>	Doreen Forrester-Brown, Director of Law and Governance	
<b>Report Author</b>	Doreen Forrester-Brown, Director of Law and Governance	
<b>Version</b>	Final	
<b>Dated</b>	31 January 2022	
<b>Key Decision?</b>	No	
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>		
<b>Officer Title</b>	<b>Comments Sought</b>	<b>Comments Included</b>
Director of Law & Governance	Yes	Yes
Strategic Director of Finance & Governance	Yes	Yes
<b>Cabinet Member</b>	No	No
<b>Date final report sent to Constitutional Team</b>	31 January 2022	

## Appendix 1: Core Group Officer List

Name	Job role
Duncan Whitfield	Strategic Director of Finance & Governance
Doreen Forrester-Brown Stephen Gaskell	Chair of Senior Board Vice Chair
Chidi Agada & Norman Coombe Representative from Legal Constitutional Team  Everton Roberts	Deputy Programme Leads  Scrutiny
Richard Selley Dionne Lowndes	Director of Customer Services Chief Technology Officer
Tashoy Ashley Deborah Gordon	Strategic Learning and Development Partner Learning & Development Partner - Member Induction
Beth Penwarden	Strategy and Change Manager
Louise Neilan	Head of External Affairs
Stephen Douglass	Director of Communities
Geraldine Chadwick	Interim Senior Finance Manager
Matt Clubb Sangeeta Leahy Cheryl Russell Alasdair Smith Dominic Cain Stephen Platts / Colin Wilson	Director of Environment Director of Public Health Director of Resident Services Child Protection Lead Exchequer Services Planning and Growth

# SOUTHWARK MEMBER INDUCTION AND LEARNING & DEVELOPMENT PROGRAMME 2022



70-20-10 APPROACH TO LEARNING



## Southwark Council Members Induction and Learning & Development Programme 2022

Southwark Council's Members Induction and Learning & Development Programme 2022 has been designed to support all newly- elected councillors – whether

- this is the first time that you have been elected to Southwark Council,
- you are returning after a period away from the Council, or
- you have been re-elected from the 2018 – 2022 term.

The induction programme has been designed to help ensure that Councillors are prepared for their roles in the new Council to:

- effectively represent their communities
- maintain the highest standards of conduct and ethics
- contribute to the good governance of Southwark and actively encourage community participation and citizen involvement in decision-making
- deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances

The learning and development offer is focused on empowering members to work, learn, manage and lead effectively through a flexible approach to learning, 70:20:10. This approach aims to create an environment where Members can 'learn by doing' (70%), learn by working with others (20%) and learn in the classroom (10%). It also embraces digital opportunities to extend the reach and speed of access to learning.

**You will be responsible for managing your learning.** We have developed a 3-month Induction programme, which is accessible for both new and returning Councillors. To maximise impact and to make the best use of our financial resources, we ask that you attend courses that have been allocated to you, or that you have registered for. We will review attendance on organised workshops to identify what will be planned for the autumn. If for any reason you need to cancel, we ask that you notify us 48 hours in advance by [learning@southwark.gov.uk](mailto:learning@southwark.gov.uk)

Newly elected Councillors should take the time to consider which sessions are essential for you to attend, and also any other sessions which you might also like to attend. In some popular or essential cases (for instance, training on the Council's safeguarding duties) the Council has timetabled multiple training sessions – however members need only attend one of these. All training will either take place virtually on Team or Zoom, or face to face in 160 Tooley Street unless otherwise advertised.

If you are Chairing or sitting on Scrutiny Panels, you will need to undertake the required training before can do this.

#In order to help Members navigate around the various resources we have developed a key to identify which key learning you will need to do. Please refer to the following key to help you.

KEY – WHAT TO ATTEND	
<b>E</b>	<b>Essential Training</b>
<b>R</b>	<b>Recommended Training</b>
<b>O</b>	<b>Optional Training</b>
<b>@</b>	<b>E-Learning Course</b>
<b>WB</b>	<b>LGA Workbook</b>

Please note that this programme is still in development and may be subject to change.  
**SOUTHWARK MEMBER INDUCTION AND LEARNING & DEVELOPMENT SCHEDULE**

Appendix 1: Core Group Officer List

	DATE		TIME	EVENT TITLE	DETAILS OF EVENT	WHO SHOULD ATTEND				TRAINER	NOTES
						All Members	Committee Members	E Learning available	LGA Workbook		
MAY	Thurs	5	All day	<b>COUNCIL ELECTIONS</b>							
	Fri	6	9.00 - 17.00	<b>Collection of I.T Equipment</b>	Members to be issued with laptops, mobile phones etc.	E				Roger Todd	Once I.T Kit has been collected I.T immediate I.T support can be provided
			10.00 - 13.00 14.00 - 16.00	<b>Member Induction I.T Training</b>	All members will have an in-depth overview of the technology, work devices and business applications they will have access to, and get an understanding of the key features required to use them.	R				Jamie Buist	
	Sat	7	9.00 - 17.00	<b>Collection of I.T Equipment</b>	Members to be issued with laptops, mobile phones etc.	E				Roger Todd	Once I.T Kit has been collected I.T immediate I.T support can be provided
	Mon	9	10.00 – 12.00	<b>Welcome session &amp; signing of declaration of office</b>	All councillors must sign the declaration of office with the Council’s monitoring officer. They also need to have their photographs taken, which will be used for ID cards and the councillors section on the council’s website etc.	E				Chidilim Agada / Doreen Forrester-Brown	
	Tues	10	18.00 – 20.00								
	Wed	11	10.00 – 12.00								
	Thurs	12	18.00 – 20.00								
MAY	Mon to Fri	9 - 13 May	10.00 - 13.00 14.00 - 16.00	<b>Member Induction I.T Training</b>	All members will have an in-depth overview of the technology, work devices and business applications they will have access to, and get an understanding of the key features required to use them.	R				Jamie Buist	
MAY	Mon	16	17.00 - 18.30	<b>How the Council Works / Decision Making at Southwark Council</b>	The session will provide an overview of the Council’s responsibilities and decision-making.	E				Chidilim Agada / Doreen Forrester-Brown	

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				All Members	Committee Members	E Learning available	LGA Workbook			
Tues	17	19.00 - 20.30	<b>Being an Effective Councillor</b>	This session focuses on how to be an effective councillor in your ward	E		@	WB	Local Government Association	
		10.00 - 11.30	<b>Meet the Officers</b>	This is an opportunity for members to meet key officers and understand their role at the council, and how officers support members.	E	E			Stephen Gaskell & Amy-Grace Whillans-Welldrake	
		18.00 - 19.30	<b>Effective Committee Membership</b>	This session focuses on how to be an effective councillor in your ward	E	E			Local Government Association	
Wed	18	18.00 - 19.30	<b>Code of Conduct and Standards training for members</b>	For Members to have an understanding of the standard of conduct expected.	E		@		Bethan Evans	
		16.00 - 17.30	<b>Being an effective scrutiny member and Core Questioning Skills</b>	Questioning skills are a key tool for councillors working on scrutiny committees – this session explores different questioning styles and impact	R	E			Ian Parry	Centre for Governance & Scrutiny
Thurs	19	16.00 - 17.30	<b>Introduction to Scrutiny</b>	To introduce members to the role of the scrutiny committees in Southwark's governance structure and the outward looking role in respect of partner and community organisations.	R	E		WB	Sunita Sharma	Centre for Governance & Scrutiny
		17.00 - 18.30	<b>Being an effective scrutiny member and Core Questioning Skills</b>	Questioning skills are a key tool for councillors working on scrutiny committees – this session explores different questioning styles and impact	R	E	@	WB	Ian Parry	Centre for Governance & Scrutiny
Fri	20	18.00 - 19.30	<b>Introduction to Scrutiny</b>	To introduce members to the role of the scrutiny committees in Southwark's governance structure and the outward looking role in respect of partner and community organisations.	R	E	@	WB	Sunita Sharma	Centre for Governance & Scrutiny

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DATE	TIME	EVENT TITLE	DETAILS OF EVENT	WHO SHOULD ATTEND				TRAINER	NOTES		
				All Members	Committee Members	E Learning available	LGA Workbook				
		16.00 - 17.30	<b>Personal Safety Skills for Members</b>	This session focuses on face-to-face personal safety and areas councillors should consider in their public facing role.	E			WB	Bethan Evans		
MAY	Mon	23	14.00 - 16.00	<b>Practical Equality Diversity &amp; Inclusion</b>	To ensure that members understand the importance of key concepts, the leadership opportunity afforded to members on this agenda and avoiding common errors	E			WB	David Weaver	Suganya Naveenan
	Tues	24	10.00 - 11.30	<b>Casework &amp; Advocacy</b>	To ensure that members are adequately equipped to manage constituent enquiries and work effectively with officers whilst avoiding common errors	E		@	WB	Clare Johnson & Michelle Peak	Local Government Association
			18.00 - 19.30	<b>Member/ Officer Relationships</b>	This session focuses on effective member/ officer relationships	E				Local Government Association	
	Wed	25	16.30 - 18.30	<b>Members &amp; Social Media</b>	To consider the opportunities offered to members by social media to reflect on danger zones and to identify best practice and practical tips	R				Bethan Evans	
			19.00 - 20.30	<b>Personal Safety Skills for Members</b>	This session focuses on face-to-face personal safety and areas councillors should consider in their public facing role.	E			WB	Bethan Evans	
	Thurs	26	18.00 - 19.30	<b>Members &amp; Social Media</b>	To consider the opportunities offered to members by social media to reflect on danger zones and to identify best practice and practical tips	R			WB	Bethan Evans	

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DATE	TIME	EVENT TITLE	DETAILS OF EVENT	WHO SHOULD ATTEND				TRAINER	NOTES		
				All Members	Committee Members	E Learning available	LGA Workbook				
		14.00 - 15.30	<b>Casework &amp; Advocacy</b>	To ensure that members are adequately equipped to manage constituent enquiries and work effectively with officers whilst avoiding common errors	E		@	WB	Clare Johnson & Michelle Peak		
Fri	27	17.00 - 18.30	<b>Being an Effective Councillor</b>	This session focuses on how to be an effective councillor in your ward	E		@	WB	Local Government Association		
		17.30 - 19.00	<b>Safeguarding</b>	Improve understanding / knowledge of safeguarding. This session is set-up to help councillors find out more about their role, and what support is available to them, in keeping people safe from harm and abuse.	E				Hannah Edwards & Safeguarding Leads in Children's & Adults		
MAY / JUNE	Mon	30	HALF TERM & BANK HOLIDAYS								
	Tues	31									
	Wed	1									
	Thurs	2									
	Fri	3									
JUNE	Mon	6	16.00 - 18.00	<b>Practical Equality, Diversity &amp; Inclusion</b>	To ensure that members understand the importance of key concepts, the leadership opportunity afforded to members on this agenda and avoiding common errors	E		@	WB	David Weaver	
			16.00 - 17.30	<b>Code of Conduct and Standards training for members</b>	Member have an understanding of the standard of conduct expected.	E				Bethan Evans	
	Tues	7	16.00 - 18.30	<b>Effective Public Speaking as a Councillor</b>	To provide councillors with approaches and techniques to make an effective contribution when speaking	R				Bethan Evans	
			19.00 - 20.30	<b>Member/ Officer Relationships</b>	This session focuses on effective member/ officer relationships	E				Local Government Association	

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DATE	TIME	EVENT TITLE	DETAILS OF EVENT	WHO SHOULD ATTEND				TRAINER	NOTES			
				All Members	Committee Members	E Learning available	LGA Workbook					
JUNE	Wed	8	16.00 - 17.30	<b>Being an effective scrutiny member and Core Questioning Skills</b>	Questioning skills are a key tool for councillors working on scrutiny committees – this session explores different questioning styles and impact	R	E	@	WB	Ian Parry	Centre for Governance & Scrutiny	
	Thurs	9	17.30 - 19.00	<b>Local Government Finance</b>	An overview of local government finance particularly in the context of Southwark’s budget 2021-22 and the impact of wider changes attached to local government finance. It includes the role of finance in member decision making.	E		@	WB	Duncan Whitfield & Local Government Association		
			16.00 - 17.00	<b>A brief overview of the Exchequer service pm</b>	To provide knowledge/overview of the service areas, types of enquiries received and support available/referral points.	R					Dominic Cain	
	Fri	10	10.00 - 11.30	<b>Effective Committee Membership</b>	This session focuses on how to be an effective councillor in your ward	E				Duncan Whitfield & Local Government Association		
	Mon	13										
	Tues	14	16.00 - 18.00	<b>The Future of Technology</b>	The session will give a high-level briefing of the role of technology in services we deliver to residents.	R					Davinia Fell	
	Wed	15	15.00 - 16.30	<b>Being an effective scrutiny member and Core Questioning Skills</b>	Questioning skills are a key tool for councillors working on scrutiny committees – this session explores different questioning styles and impact	R	E	@			Ian Parry	Centre for Governance & Scrutiny
Thurs	16	18.00 - 19.30	<b>Health &amp; Wellbeing at Southwark Council</b>	Understand the health, social & economic impact of covid19 on the borough’s population and interventions to address this	R					Chris Williamson		
Fri	17	17.00 - 18.30	<b>Safeguarding</b>	Improve understanding / knowledge of safeguarding. This session is set-up to help councillors find out more about their role, and what support is available to them in keeping people safe from harm and abuse.	E					Hannah Edwards & Safeguarding Leads in Children’s & Adults		

Appendix 1: Core Group Officer List

DATE	TIME	EVENT TITLE	DETAILS OF EVENT	WHO SHOULD ATTEND				TRAINER	NOTES	
				All Members	Committee Members	E Learning available	LGA Workbook			
JUNE	Mon	20								
	Tues	21	10.00 - 12.00	<b>Climate Change</b>	An Introduction to Climate Change and for Members to develop knowledge to ask the right questions to review reports and challenge proposals	R			Chris Page	
			15.00 - 16.30	<b>Casework &amp; Advocacy Skills</b>	To ensure that members are adequately equipped to manage constituent enquiries and work effectively with officers whilst avoiding common errors	E		@	WB	Clare Johnson & Michelle Peak
	Wed	22	18.00 - 19.30	<b>Being an effective scrutiny member and Core Questioning Skills</b>	Questioning skills are a key tool for councillors working on scrutiny committees – this session explores different questioning styles and impact	R	E	@	Ian Parry	Centre for Governance & Scrutiny
	Thurs	23	17.00 - 18.30	<b>Health &amp; Wellbeing at Southwark Council</b>	Understand the health, social & economic impact of covid19 on the borough's population and interventions to address this	R			Chris Williamson	
	Fri	24	16.00 - 17.30	<b>Safeguarding</b>	Improve understanding / knowledge of safeguarding. This session is set-up to help councillors find out more about their role, and what support is available to them in keeping people safe from harm and abuse.	E			Hannah Edwards & Safeguarding Leads in Children's & Adults	
JUNE / JULY	Mon	27	10.00 - 12.00	<b>Practical Equality, Diversity &amp; Inclusion</b>	To ensure that members understand the importance of key concepts, the leadership opportunity afforded to members on this agenda and avoiding common errors	E		@	David Weaver	
	Tues	28	17.00 - 18.30	<b>Local Government Finance</b>	An overview of local government finance particularly in the context of Southwark's budget 2021-22 and the impact of wider changes attached to local government finance. It includes the role of finance in member decision making.	R		@	Duncan Whitfield & Local Government Association	

Appendix 1: Core Group Officer List

DATE	TIME	EVENT TITLE	DETAILS OF EVENT	WHO SHOULD ATTEND				TRAINER	NOTES
				All Members	Committee Members	E Learning available	LGA Workbook		
Wed	29	15.00 - 16.00	<b>A brief overview of the Exchequer service</b>	To provide knowledge/overview of the service areas, types of enquiries received and support available/referral points.	R			Dominic Cain	
		18.00 - 20.00	<b>Meet the Officers</b>	This is an opportunity for members to meet key officers, understand their role at the council, and how officers support members.	E			Stephen Gaskell & Amy-Grace Whillans-Welldrake	
Thurs	30	14.00 - 16.00	<b>Climate Change</b>	An Introduction to Climate Change and for Members to develop knowledge to ask the right questions to review reports and challenge proposals	R			Chris Page	
Fri	1	10.00 - 11.30	<b>The Future of Technology</b>	The session will give a high-level briefing of the role of technology in services we deliver to residents.	R			Davinia Fell	
JULY	Mon	4							
	Tues	5	17.30 - 19.00	<b>Health &amp; Wellbeing at Southwark Council pm</b>	Understand the health, social & economic impact of covid19 on the borough's population and interventions to address this	R			Chris Williamson
	Wed	6							
	Thurs	7	17.00 - 18.30	<b>Effective Public Speaking as a Councillor pm</b>	To provide councillors with approaches and techniques to make an effective contribution when speaking	R			Bethan Evans
	Fri	8							
✓	Mon	11							
	Tues	12	16.00 - 17.30	<b>Planning Committee Training for Members am</b>	This session focuses on equipping new members with the key skills and knowledge required for sitting on and contributing effectively to the Planning Committee	O	E		Local Government Association
	Wed	13	18.00 - 19.30	<b>Meet the Officers am</b>	This is an opportunity for members to meet key officers, understand their role at the council and how officers support members.	E			Stephen Gaskell & Amy-Grace Whillans-Welldrake

Appendix 1: Core Group Officer List

DATE	TIME	EVENT TITLE	DETAILS OF EVENT	WHO SHOULD ATTEND				TRAINER	NOTES
				All Members	Committee Members	E Learning available	LGA Workbook		
Thurs	14	17.00 - 18.30	<b>Planning Committee Training for Members pm</b>	This session focuses on equipping new members with the key skills and knowledge required for sitting on and contributing effectively to the Planning Committee	O	F			Local Government Association
Fri	15								
JULY	Mon	18							
	Tues	19	18.00 - 20.00	<b>Practical Equality, Diversity &amp; Inclusion</b>	To ensure that members understand the importance of key concepts, the leadership opportunity afforded to members on this agenda and avoiding common errors	E	@		David Weaver
	Wed	20	17.00 - 18.30	<b>Meet the Officers</b>	This is an opportunity for members to meet key officers, and understand their role at the council and how officers support members.	E			Stephen Gaskell & Amy-Grace Whillans-Welldrake
	Thurs	21							
	Fri	22							
JULY	Mon	25	SUMMER HOLIDAYS						
	Tues	26							
	Wed	27							
	Thurs	28							
	Fri	29							

## LOCAL GOVERNMENT ASSOCIATION

The Local Government Association provides a wide range of resources, training and support for members that can be accessed via their website

### E-learning modules

As a Member, you also have access to the Local Government Association e learning platform. Completing e-learning modules will help to deepen your knowledge of local government and help you to build the leadership skills you need to work effectively within the Southwark community.

You can use the platform to create a bespoke learning programme – choosing the modules most relevant to your individual needs and interests, and undertake your learning around all your other commitments.

The table below contains a list of the current available modules that are available to you. To access you will need to create an account by using the following link [LGA E Learning Platform](#)

• Biodiversity for councils	• Local Government Finance
• Commissioning Council services	• Planning
• Community engagement and leadership	• Police and crime panels
• Councillor Induction	• Scrutiny for councillors
• Equality, Diversity & Inclusion	• Stress management and personal resilience
• Facilitation and conflict resolution	• Supporting mentally healthier communities
• Handling complaints for service improvement	• Supporting your constituents with complex issues
• Handling intimidation	• The effective ward councillor
• Holding Council meetings online	• UK General Data Protection Regulation
• Influencing skills	• Licensing & regulation

### COUNCILLOR WORKBOOKS

The Local Government Association also provides a diverse range of Councillor Workbooks, which help Members to extend their knowledge and understanding of their role, and will keep you up to date with current legislation, research and developments including Supporting residents with complex issues, Engaging Young People and more. These can be accessed in the following link <https://www.local.gov.uk/councillor-workbooks> or clicking on the topic below that you want to find more information.

• <a href="#">Acting on climate change</a>	• <a href="#">Engaging young people</a>	• <a href="#">Neighbourhood and community engagement</a>
• <a href="#">Being an effective ward councillor</a>	• <a href="#">Equality, diversity and inclusion</a>	• <a href="#">Neighbourhood planning</a>
• <a href="#">Bribery and fraud prevention</a>	• <a href="#">Facilitation and conflict resolution</a>	• <a href="#">Planning</a>
• <a href="#">Chairing skills</a>	• <a href="#">Handling casework</a>	• <a href="#">Scrutiny</a>
• <a href="#">Commissioning services</a>	• <a href="#">Handling complaints for service improvement</a>	• <a href="#">Scrutiny of finance</a>
• <a href="#">Community leadership</a>	• <a href="#">'Health in All Policies' (HiAP) and COVID-19</a>	• <a href="#">Stress management and personal resilience</a>
• <a href="#">Councillor / officer relations</a>	• <a href="#">Influencing skills</a>	• <a href="#">The local pathway to net zero</a>
• <a href="#">Creating a 'fit for the future' organisation</a>	• <a href="#">Local government finance</a>	• <a href="#">The role of leaders and cabinet members during the COVID-19 pandemic</a>
• <a href="#">Effective opposition during COVID-19, reset and recovery</a>	• <a href="#">Mentally healthier places</a>	• <a href="#">Supporting residents with complex issues</a>
• <a href="#">Working with town and parish councils</a>		