

Re Induction Programme

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Training	May 2011						
Signing of Declaration & ID Photo Session	Friday 6, 9 & 10 May (3 Sessions)	Guildhall Bath	All Councillors	Declaration of office is a legal requirement. The induction pack contained leaflets with information on support for Councillors; allowances and pension; the structure of the Council; and partnership working with key stakeholders.	Internal: Tom Dunne, Democratic Services Manager (Council & Member Services)~ Lola Thomas Member Services	65	No feedback received
Planning Training: The DC Committee and Local Development Framework;	18 May 12-1pm	Guildhall, Bath	Arranged for Wednesday prior to the first DC Committee meeting after the election to brief any newly-elected councillors who are taking part.	Probity In Planning, the current Plan Led System, the Core Strategy and the Role of Members on the Dev Con Committee	Internal: Maggie Horrill	2	Very Good-see Appendix B page 9 (u)

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
'Welcome to the Council Chamber'	19 May	Guildhall Bath	All New Councillors	The background to Full Council Meetings, procedures and practical arrangements.	Internal: Tom Dunne, Democratic Services Manager (Council & Member Services)	8	No feedback received
Licensing 'The Casino Application Process'	24 May 2-4pm	Guildhall, Bath	Licensing Cttee Members			5	Very Good – See Appendix B page 1 (a)
Core Induction Sessions	25 & 27 May (2 sessions)	Bath & Keynsham	Newly Elected Cllrs	An introduction for newly elected Councillors by the Chief Executive and Strategic Directors to the Council and the area of B&NES highlighting – key challenges and priorities; the work of the Council; the Council's management structure and statutory officer roles and responsibilities and the main provisions of the Localism Bill.	Internal: CX & Strategic Directors	25	No feedback received
Training	June 2011						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Corporate Parenting Responsibilities of Elected Members	6 June 5.30pm – 7.00pm	Guildhall, Bath	Newly Elected Cllrs	An understanding of the Councillor's role in fulfilling the Council's responsibilities as the Corporate Parent for children and young people in the care of the local authority.	Internal: Charlie Moat	11	No feedback received
Volunteering Week	6 to 10 June	Various	All Councillors	Invitation to volunteer to work alongside Council staff volunteers on community projects in various parts of the area.		3	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
The Frontline Councillor:- Session 1	7 June 6.00pm – 8.30pm	Kaposvar Room	New Members	<p>The Planning Process and how Decisions are Made – How Ward Councillors Raise Issues, Objections etc with Officers and the DC Committee</p> <p>Local Development Framework Key Issues</p> <p>Transport, Highways & Waste issues for Ward Councillors</p> <p>The Licensing Framework and how Decisions are Made – Impact for all Councillors of Imminent Changes to Licensing Legislation</p> <p>The Role of Council Connect in Tracking Complaints and Monitoring Performance</p> <p>Designed to give newly-elected councillors the basic information they need to deal with frontline enquiries from local residents and businesses in their Wards and to enable them to influence and contribute to the policy and decision-making process on these issues.</p>	Internal: D Trigwell /M Smith/I Savigar	12	Very Good – See Appendix B page 2 (e)

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Development Control Planning Training – Probity in Planning	8 June 12-1pm	Guildhall Bath	Newly Elected Cllrs	The current Plan led system, the Core Strategy and the Role of Members on the DCC.	Internal: Mike Muston	14	Very Good – See Appendix B page 9 (u)
Information Governance, Data Protection & IT Systems Security	8 June	Guildhall Bath	All Members	Briefing on IT kit available, handover of kit and security procedures.	Internal: Angela Parratt, Jonathan Mercer	18	No feedback received
The Frontline Councillor:- Session 2	16 June (Repeated on 28/10/11)	Brunswick Room	New Members	An understanding of how the Council works in partnership with local communities and with organisations such as the Police; Parish and Town Councils, voluntary and community groups and the Local Strategic Partnership. The session will also provide information about the Ward Councillor Initiative.	Internal: Andy Thomas, etc	9	Very Good – See Appendix B page 2 (f)
Planning and Highways Project Tour	17 June 9.00am – 3.30pm	Lewis House start	New Members	To give newly-elected councillors the opportunity to visit the major developments in the area of which they need to be aware.	Internal: David Trigwell, Lisa Bartlett, Geoff Webber, Joy Jeffreys, Richard Stott, Steve Frogatt, Mark Reynolds, Adrian Clarke & Janet Lo	8	Very Good – See Appendix B Page 3 (g)

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Regulatory Access Training	20 June 10-12 noon	Keynsham	Reg' Access Cttee Members	Introduction to Public Rights of Way and training on: <ul style="list-style-type: none"> Definitive Map Modification Orders Town and Village Greens Public Path Orders 		4	No feedback received
How to be an Effective Scrutiny Member	27 June 10 - 12 Noon (repeated on 28.6.11 6-8pm)	Guildhall	New Members	An understanding of how to operate the scrutiny process effectively for Council services and for external providers where the Council has a scrutiny role.	Internal: Alix Boswell	19	Very Good – See Appendix B page 4 (j)
Handling Local Media & Social Networking Profiles	30 June 6 9pm	Guildhall	New Members	Handling local press and PR issues and the social networking media Local and community radio & TV	Internal: Jonathan Mercer	13	Very Good – See Appendix B page 3 (h)
Training	July 2011						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Panning Training	6 July	Guildhall	New Members	Planning Policy: The current Plan led system, the Core Strategy and the Role of Members on the DCC	Internal: Mike Muston (Simon de Beer/Richard Daone	14	Very Good – See Appendix B page 9 (u)
Equalities and Diversity Awareness Training	18 July (repeated on 27.7.11)	Guildhall	New Members	An understanding of the Equality Framework for Local Government including legal obligations; and local issues and priorities relating to equality in the B&NES area.	Internal: Samantha Jones, Louise Murphy & Cordelia Johnney	11	Very Good – See Appendix B page 4 (i)
Licensing Hearings for All Parties	20 July	Bath	Licensing Members	The role of all parties and good practices at licensing hearings	External: Simon Walsh & Eliot Gould, Barristers from 5 Essex Court	10	Very Good – See Appendix B page 1 (b)
Councillors Ethical Standards & Conduct including Declarations of Interest	25 July	Guildhall	New Members	An understanding of the ethical framework regulating their conduct as councillors, including the rules on declaration of interests, and the procedures and protocols supporting councillors in their working relationships with council officers and the public.	Internal: Vernon Hitchman, Amanda Brookes	6	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Major Development Projects Tour	28 July	Start at PYMS	New Members	To give newly-elected councillors the opportunity to visit the major developments in the area of which they need to be aware.	Internal: John Betty, Rhodri Samuel, Simon Martin, Emily Price, Derek Quilter,	13	No feedback received
Training	August 2011						
Development Control Planning Training	31 August	Guildhall	New Members	World Heritage, Heritage and Sustainability issue	Internal: Tony Crouch/Ian Lund/Funda Willetts/Cleo Newcombe-Jones	15	Very Good – See Appendix B page 9 (u)
Training	September 2011						
Performance Management Assessment & Reporting of Council Services	8 September	Guildhall	New Members	An understanding of the ways in which the performance of Council services are monitored and how opportunities for services to improve are identified.	Internal:David Trigwell, Steve Harman	7	Very Good – See Appendix B page 4 (k)

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Introduction to Scrutiny for Elected Members – South Glos Council	13 September	South Glos'	Scrutiny Members	<p>Introductory Session to Scrutiny to:-</p> <p>Enable members to develop their overall awareness of the roles and responsibilities of scrutiny and the rights and powers that it has to carry out its work</p> <p>Increase members understanding of what makes an effective scrutiny work programme and how to deliver results that make a difference to people's lives</p> <p>Develop members questioning skills by exploring the range of different question available to acquire information and when and how best to use them.</p>	External: Tim Young, an experienced scrutiny and policy adviser.	3	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Environmental Sustainability and Climate Change	14 September (Repeated on 16/11/11)	Guildhall	All Members	An understanding of the Council's approach to meeting the challenges of Climate Change. This will include how the Council is acting to reduce the Council's own carbon emissions and how, increasingly, the Council is playing a strong role in the community to help residents, schools and businesses to reduce their carbon & energy costs.	Internal: Jane Wildblood	6	Very Good – See Appendix B page 5 (I)
Developing The People and Communities Department and Health and Adult Care Social Enterprise	19 & 20 September	Guildhall	All Members	To provide background on creating the new Peoples & Communities Department, the new Health & Adult Care Social Enterprise and discuss the wider changes in the National Health Service and Local Authorities.	Internal & External: Janet Rowse, Ashley Ayre; Drs Orpen & Grabham (Chair and Vice Chair of the B&NES Clinical Commissioning Group) & Jo Gray	12	No feedback received
The Council's Finances and the Budget Process	19 September	Guildhall	New Members	Covers essential information on strategic financial challenges and the practical steps of Budget and Financial Plan preparation.	Internal: Andrew Pate, Tim Richens	14	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Development Control Planning Training	28 September	Guildhall	All Members	Enforcement	Internal: Olwen Dutton	11	Very Good – See Appendix B page 9 (u)
Training	October 2011						
Proposed Changes to the Licensing Act 2003	3 rd October	Bath	Licensing Cttee Members	Proposed Changes to the Licensing Act 2003	Philip Kolvin QC	4	Very Good – See Appendix B page 3 (c)
Culture and Leisure Facilities Tour	7 October	Roman Baths etc	New Members	To give newly-elected councillors the opportunity to visit the major developments in the area of which they need to be aware.	Internal: David Lawrence	7	Very Good – See Appendix B page 5 (m)
Introduction to Work of Somer CHT	14 October	Guildhall	New Members	The work of the Somer Community Housing Trust; key contacts; how to raise housing and related issues with Somer etc	Internal: Jane Shayler	9	Good – See Appendix B page 6 (n)

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Health & Safety Responsibilities of Councillors	20 October	Guildhall	New Members	An understanding of their personal safety issues to consider when working alone or outside Council buildings and their role in leadership within the Council and the community on a responsible approach to health and safety.	Internal: Angie Price, Kevin Bridges	9	Very Good – See Appendix B page 6 (o)
Development Control Planning Training	26 October	Guildhall	All Members	Urban Design & Design Considerations	Internal: Funda Willets & Vaughan Thompson	13	Very Good – See Appendix B page 9 (u)
The Frontline Councillor:- Session 2	28 October (Repeat of the 16 June Session)	Keynsham	New Members	An understanding of how the Council works in partnership with local communities and with organisations such as the Police; Parish and Town Councils, voluntary and community groups and the Local Strategic Partnership. The session will also provide information about the Ward Councillor Initiative.	Internal: David Trethewey, Andy Thomas & Susan Bowen Bowen	2	Very Good – See Appendix B page 2 (f)
Training	November 2011						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
IT Skills Ipad Training Workshop	7 November	Guildhall	All Members	Training on use of i-Pads.	External: Lindsey Huchrak	22	Problematic and other planned sessions discontinued. – See Appendix B page 6 (p)
Presentation on Clinical Commissioning	10 November	Guildhall	All Members	Clinical commissioning developments and how they will benefit patients, service users and clients of integrated health and social care services locally.	External: Drs Orpen & Grabham (Chair and Vice Chair of the B&NES Clinical Commissioning Group). Tracey Cox & Dr S Douglass	25	No feedback received
Environmental Sustainability and Climate Change	16 November (Repeat of 14.9.11)	Guildhall	All Members	An understanding of the Council's approach to meeting the challenges of Climate Change. This will include how the Council is acting to reduce the Council's own carbon emissions and how, increasingly, the Council is playing a strong role in the community to help residents, schools and businesses to reduce their carbon & energy costs.	Internal Jane Wildblood	6	Very Good – See Appendix B page 5 (l)

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Development Control Planning Training	23 November	Guildhall	All Members	The ability of Members to overturn officer recommendation and the implication of cost at appeal	Internal: Mike Muston	18	Very Good – See Appendix B page 9 (u)
Training	December 2011						
Development Control Planning Training	14 December	Guildhall	All Members	Ecology and Habitats Regulations	Internal: Karen Renshaw & Roger Martindale	9	Good - See Appendix B page 9 (u)
Media Training for the Cabinet	14 & 15 December	Keynsham	Cabinet Members	<ul style="list-style-type: none"> • To equip Councillors with skills that will enable Cllrs to deal confidently and effectively with the print and broadcast media • To provide you with experience and expertise in a range of likely interview situations • To enable Cllrs to understand the needs and requirements of the media • To enable Cllrs to recognise and exploit good media opportunities. 	External: Chris Loosemore, Red Box Training	7	Good – See Appendix B page 11 (y)

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Specific Skills Training: Speed Reading	15 December (repeated 13.1.12)	Bristol and Kingswood, South Glos'	All Members	<ul style="list-style-type: none"> • How to browse quickly and effectively • techniques for gaining a brief overview of what you are reading • skills which will improve reading speed • exercises for improving eyesight and avoiding eyestrain • techniques for helping to remember what you read • A process for studying more effectively. 	External: Jane Smith, Word Smiths	4	Very Good Excellent – See Appendix B page 8 (q)
Training	January 2012						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Briefing on the Localism Act	9 January (repeated 30.1.12)	Guildhall	All Members	<p>To provide clear information about the Act's provisions, including:</p> <ul style="list-style-type: none"> • Changes to the Standards regime • Neighbourhood Planning • The Community Right to Buy • The Community Right to Challenge. 	Internal: Andy Thomas	32	Good – See Appendix B page 8 (s)

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Specific Skills Training: Public Speaking	16 January	Bristol or Kingswood, South Glos'	All Members	<ul style="list-style-type: none"> Learn how to develop powerful, persuasive messages and communicate them with confidence and enthusiasm Inspire your audience to sit up and take note Make sure voice richer and more influential Improved body language so that it becomes more authoritative 	External: Helen Sewell, Simply Speaking	4	Very Good – See Appendix B page 8 (r)
Key Member consultation event around the Council's "Vision and Objectives"	18 January		All Members	Organised for Councillors to have an opportunity to hear about the review of the long term goals for the Council and what we want to make possible for our community.	Internal: Dave Thompson and various officers from the Improvement & Performance Team	30	No feedback received
Training	February 2012						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Development Control Planning Training – Green Belt Policy	15 February	Guildhall	All Members	Green Belt Policy Training	Internal: Mike Muston	13	Very Good – See Appendix B page 9 (u)
Specific Skills Training: Dealing with Challenging Behaviour and Conflict Management	27 February	Bristol	All Members	<ul style="list-style-type: none"> • Demonstrate methods to defuse conflict and aggression • Demonstrate assertive behaviours to manage group conflict and achieve constructive outcomes • List common triggers and inhibitors to conflict and aggression • Describe a simple method to conduct a 'dynamic' risk assessment. 	External: CMS Training	1	Good – See Appendix B Page 9 (t)
Training	March 2012						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Specific Skills Training: Making the Most of Your Memory	5 or 28 March	Bristol or Kingswood, South Glos'	All Members	<ul style="list-style-type: none"> • Practise learning and recalling large quantities of information in a short time and Identify the reasons why your memory fails you • achieve a better understanding of how your memory works • appreciate how you can make the most of your natural ability • use Mind Mapping for organisation and recall • techniques for remembering facts and figures • how to recall names and faces. 	External: Jane Smith, Word Smiths	4	Good – See Appendix B page 11 (v)

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Evening Invitation to Bath Mosque	15 March	Bath	Members	A tour of the Mosque and an opportunity to hear from Imam Rashad about our local Muslim community and the community cohesion activities undertaken by the Bath Islamic Society.	External: Imam Rashad et al		No feedback received
Training	April 2012						
Development Control Planning Training - Climate Change	11 April	Guildhall	All Members	Core Strategy policy areas: Flooding; Retrofitting; Sustainable Construction; District Heating; Renewable Energy. New SPD.	Internal: Cleo Newcombe-Jones/Kaoru Jacques/Funda Willetts - B&NES Planning Officers	16	Good – See Appendix B page 9 (u)
Understanding the Travelling Communities	24 April	Brunswick Room	All Members	The Council will be consulting on preferred sites for Gypsy, Traveller and Travelling Showpeople sites this Summer; this session will therefore assist the Cllrs to know more in advance of the consultation.	External: Friends, Families and Travellers (FFT), Guest speaker Maggie Smith-Bendell, a Romany Gypsy from Somerset	15	Good – See Appendix B page 12 (z)
Training	May 2012						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Development Control Planning Training – Landscape including AONB	9 May	Guildhall	All Members	Landscape including AONB	Internal: Andrew Sharland/Sue Murtagh	11	Good – See Appendix B page 9 (u)
Training	June 2012						
Development Control Planning Training - Section 106 Contributions (Planning Obligations) and CIL (Community Infrastructure Levy)	6 June	Guildhall	All Members	Introducing the principles of s106 and summary data for B&NES; The current system and the SPD; Update on proposals for new CIL.	Internal: Kaoru Jacques	13	Good – See Appendix B page 9 (u)
Small Casino Premises License – Refresher Course	19 June	Bath	Licensing Members	The process so far The legal test The evaluation framework Preparation for Committee Evaluating Bids Production of reasons From resolution to grant From grant to build Pitfalls and challenges	External: Philip Kolvin QC	6	Good –See Appendix B page 1 (a)
Training	July 2012						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Development Control Planning Training	4 July	Guildhall	All Members	Ecology and Habitats Regulations – Part 2 Training	Internal: Lucy Korner, Karen Renshaw & Roger Martindale	10	Good – See Appendix B Page 9 (u)
Future Joint Working Arrangements with the NHS beyond April 2013.	19 July	Guildhall	All Members	An opportunity to hear what is being proposed for April 2013 (post NHS Reforms), meet the GPs who will be leading the new Clinical Commissioning Group, and to ask questions at an early stage of setting up the Joint Working Framework.	Ashley Ayre, Dr Ian Orpen (Chair of the CCG & other Senior CCG officers including, Dr Simon Douglass & Tracey Cox	19	No feedback received
Small Casino Premises Licence Process	25 July	Guildhall	Licensing Sub Committee Members	Background on the process and the process so far The legal test The evaluation framework Preparation for the Committee Evaluating the bids Production of reasons From resolution to grant From grant to build.	Internal; Amanda Brookes, Andrew Jones, Francesca Smith	3	Very Good – See Appendix B page 2 (d)
Training	August 2012						

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Media Training: How to manage Radio interviews	9 August	Somerset Valley FM Radio station, Midsomer Norton	All Members	<ul style="list-style-type: none"> • Understanding what makes a good radio interview • Developing your message and getting it across • Increasing your confidence in front of the microphone • Improving your radio interview technique • Controlling your nerves • Speaking clearly and at the right speed • Using appropriate language • Anticipating and handling tough questions without evasion • Remaining calm and self-assured in challenging situations • Communicating specialist information to generalist audiences • Mastering telephone interviews 	External - Clarity Media Training	13	Very Good – See Appendix B page 11 (w)

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Training	September 2012						
Members' Briefing re Clinical Commissioning Group	13 September	Guildhall	All Members	To brief Members on the proposals for public engagement on the redesign of urgent healthcare services in B&NES & to answers Members' questions on these proposals.	External: Dr Simon Douglass	13	Good – See Appendix B page 11 (x)
Development Control Committee Annual Tour 2012	28 September		Development Control Members	To view examples of good and bad practise of planning applications approved.	Internal: Planning Department Officers	6	Very Good – See Appendix B page 12 (zi)
IDeA (Improvement and Development Agency) Leadership Academy Courses	2011 to 2015				External: IDeA Leadership Academy tutors		

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
LG Leadership Academy – Young Councillors Weekender Event	26 & 27 November 2011	Warwick University		Fastrack contains the same modules as the Leadership Academy, but in a style geared to the needs and interests of young councillors. Participants develop their learning in the three core areas of leadership: personal understanding and behaviour; the complex political and organisational demands on civic leaders; and diverse community concerns, cohesion and leadership.	External IDeA Leadership Academy tutors	4	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Main Leadership Academy Programme 124 (Weekend)	14/15 Jan, 18/19 Feb & 17/18 March 2012	Warwick University	The course is designed for Councillors in leadership positions, including leaders of councils, leaders of political groups, portfolio holders, scrutiny chairs, area committee chairs and opposition spokespeople	<ul style="list-style-type: none"> •Module 1 covers personal development •Module 2 covers Political and organisational leadership •Module 3 covers community leadership and community cohesion. <p>The programme gives leaders and those in leadership positions the chance to learn the latest thinking in political leadership.</p>	IDeA Leadership Academy tutors	1	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
LG Leadership Academy – Ageing Well	11- 12 February 2012	Warwick University	This programme is aimed at leaders, deputy leaders, group leaders and portfolio holders for ageing society.	<ul style="list-style-type: none"> • develop and strengthen local political leadership • enable elected members to deliver their agenda for local communities • meet the needs of an ageing society. 	IDeA Leadership Academy tutors	1	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
LG Leadership Academy - Localism & Neighbourhood Planning: Programme 3	11-12 Feb 2012	Warwick University	Ward Councillors	Focus on the new process of neighbourhood planning and on other recent changes to the planning system through the Localism Bill and other legislation. It will explore the opportunities and challenges of the localism agenda and planning for ward councillors and their neighbourhoods. There will be presentations and exercises from leading thinkers in planning and opportunities to discuss issues and share thoughts with speakers and fellow councillors.	IDeA Leadership Academy tutors	1	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
LG Leadership Academy – Strategic Planning & Delivery	16-17 February 2012	Warwick University	Leaders & Portfolio holders	Focus on the changes to the planning system through the Localism Bill and other legislation. It will explore the opportunities and challenges of strategic planning in delivering the needs of the community.	IDeA Leadership Academy tutors	1	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
LG Leadership Academy - Localism & Neighbourhood Planning : Programme 4	7-8 March 2012	Warwick University	Ward Councillors	Focus on the new process of neighbourhood planning and on other recent changes to the planning system through the Localism Bill and other legislation. It will explore the opportunities and challenges of the localism agenda and planning for ward councillors and their neighbourhoods. There will be presentations and exercises from leading thinkers in planning and opportunities to discuss issues and share thoughts with speakers and fellow councillors.	IDeA Leadership Academy tutors	1	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
LG Leadership Academy Master Class 'Getting Your Message Across'	24/25 March 2012	Warwick University	Lead Members	<p>Focus on helping councillors to get a better understanding of new approaches, strategies and techniques for achieving more effective communication with both internal and external audiences.</p> <ul style="list-style-type: none"> • Adapting communication styles to convey messages more persuasively to people who have a different style • Be more effective when managing bad news • Develop a more authoritative communication style • Build and promote own personal brand • Target the right message at the right audience. 	IDeA Leadership Academy tutors	1	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Main Leadership Academy Programme 126	14/15 July, 15/16 Sept & 13/14 Oct 2012	Warwick University	The course is designed for Councillors in leadership positions, including leaders of councils, leaders of political groups, portfolio holders, scrutiny chairs, area committee chairs and opposition spokespeople	<ul style="list-style-type: none"> •Module 1 covers personal development •Module 2 covers Political and organisational leadership •Module 3 covers community leadership and community cohesion. <p>The programme gives leaders and those in leadership positions the chance to learn the latest thinking in political leadership.</p>	IDeA Leadership Academy tutors	1	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
LG Leadership Academy - Transforming the delivery of sport in local communities	10/11 November 2012	Warwick University	Portfolio Holders	<ul style="list-style-type: none"> •understand the extent of transformation that is required in planning, delivery and development of sport and leisure services within councils •make good choices for their communities and lead change during challenging times •gain insight into the work of National Governing Bodies and how they can work with local authorities •explore the role commissioning & personalisation play in improving service outcomes. 	IDeA Leadership Academy tutors	1	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
LG Leadership Academy: Children's Services Programme 2	24/25 November 2012	Warwick University	Portfolio Holders	This development event is funded by the Children's Improvement Board as part of the sector led improvement programme and aims to support Lead Members with the key challenges they face in the changing policy landscape and to develop leadership capacity, share learning and provide a valuable networking opportunity	IDeA Leadership Academy tutors	1	No feedback received

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
Main LG Leadership Academy Programme 132	8/9 Dec 2012, 12/13 Jan 2013 & 9/10 Feb 2013	Warwick University	Lead Members	<ul style="list-style-type: none"> •Module :personal development •Module 2:Political and organisational leadership •Module 3:community leadership and community cohesion. <p>The programme gives leaders and those in leadership positions the chance to learn the latest thinking in political leadership.</p>	IDeA Leadership Academy tutors	1	No feedback received
Local Government Pension Scheme (LGPS) Training –	From April 2011/March 2012		For Members of Avon Pension Fund Committee				
Fundamentals course	June 2011		As Above		External: \ Arranged by Avon Pension Fund	3	No feedback received
New members training 1	June 2011		As Above			4	
New members training - investments	June 2011		As Above			5	

COURSE TITLE	Date	Venue	Who training is aimed at	Content	Trainer/ Facilitator	Attendance	Feedback
SRI workshop	5 December 2011		As Above			5	
Actuarial workshop	9 December 2011		As Above			5	
Employers Conference	February 2012		As Above			3	

Categories of Training

The training available to Councillors can be broadly categorised as follows:

Please note the comments in brackets at the end of each bullet point relates to the feedback received from councillors. It is important to understand that not all feedback forms are returned so this is based on those returned.

1. **Induction Programme** – This is primarily arranged for the needs of newly elected Members but is very much open to all returning councillors. The Induction Programme is spread over 18+ months as in the past newly elected Members have been overwhelmed by the intensity of the programme. Initial training tends to be that which is essential (legislative, responsibilities, and key operational information) followed by further role specific and skills based training. At election time the Senior Members' Support and Development Officer undertakes a training audit (especially for new Members) so that appropriate training/personal development plans can be planned/arranged. This is part of the Induction Pack.
- Essential for all councillors
 - Signing of Declaration and ID photo session
 - Information Governance and IT systems/security
 - The Council's Visions and Objectives
- Essential for all new councillors (and a refresher for returning councillors)
 - Welcome session
 - Core induction sessions
 - Corporate parenting responsibilities
 - Frontline Councillor 1 and 2 sessions (well received, maybe shorter presentations and more time for questions)
 - Equalities and Diversity Awareness (generally good, more actual cases to illustrate issues)
 - Ethical Standards and Conduct
 - Finances and the Budget Process
 - Health and Safety Responsibilities (well received)

- Essential for councillors attending regulatory committees
 - Planning training – various (various standards of delivery but generally very informative and useful)
 - Licensing training – various (very well received)
- Good practice for all/informative introductions to subjects
 - Various Project tours (well received - useful opportunity to meet officers)
 - Performance Management (good as introduction but maybe slightly longer session required)
 - Environmental Sustainability/Climate Change (large complex subject maybe require slightly longer session)
 - Health and adult Care
 - Handling local media and social networking (well received)
 - Work of Somer (good but needs to be more focused and controlled)
 - Clinical Commissioning (good)
 - Understanding of scrutiny process (generally good but a lot of “listening”)
 - Localism Act (generally good but perhaps insufficient time)
 - Understanding travelling community (complex subject requiring more time. Questions should have been taken after presentation not before)
 - Joint working arrangements with the NHS

1. Leadership training (Cabinet members/Chairs/specific roles)

- Young Councillors
- Leadership Academy Programme
- Ageing Well

- Localism (more sessions required, not enough time)
- Strategic Planning
- Getting your message across
- Children's Services
- Transforming the delivery of sport in local communities

2. Specific skills training

- to learn new skills or enhance those already obtained – depending on individuals needs
- depending on specific role of the Councillor e.g. Champion of a particular cause, Chairperson etc
- Speed reading (feedback very good)
- Public Speaking (feedback very good)
- Conflict Management (useful but could have been shorter)
- Making the most of your memory (very worthwhile but a bit crammed)
- Local Government Pension Scheme – for Members of Avon Pension Fund

3. IT Skills

- to learn new skills or enhance those already obtained
- Specific to the IT “kit” selected by the individual (the initial iPad training was not successful but later each councillor had the opportunity of a one-to-one session when iPads were updated. Not all councillors took up this offer.)
- Specific IT skills such as Excel, Word

4. One off member development seminars/training - depending on specific role of the Councillor e.g. Champion of a particular cause etc