

Governance Committee

Monday, 23rd September,
2024
at 5.00 pm

PLEASE NOTE TIME OF MEETING

Conference Room 3 - Civic Centre

This meeting is open to the public

Members of the Committee

Councillor Rayment (Chair)
Councillor Mrs Blatchford
Councillor Cooper
Councillor Denness
Councillor Gravatt
Councillor Harwood
Councillor McCreanor

Contacts

Director of Governance, Legal and HR
Richard Ivory
Tel. 023 8083 2794
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Democratic Support Officer
Maria McKay
Tel. 023 8083 3899
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PUBLIC INFORMATION

Role of the Governance Committee

Information regarding the role of the Committee's is contained in Part 2 (Articles) of the Council's Constitution.

[02 Part 2 - Articles](#)

It includes at least one Councillor from each of the political groups represented on the Council, and at least one independent person, without voting rights, who is not a Councillor or an Officer of the Council.

Access – Access is available for disabled people. Please contact the Democratic Support Officer who will help to make any necessary arrangements.

Public Representations At the discretion of the Chair, members of the public may address the meeting on any report included on the agenda in which they have a relevant interest. Any member of the public wishing to address the meeting should advise the Democratic Support Officer (DSO) whose contact details are on the front sheet of the agenda

Southampton: Corporate Plan 2022-2030 sets out the four key outcomes:

- Communities, culture & homes - Celebrating the diversity of cultures within Southampton; enhancing our cultural and historical offer and using these to help transform our communities.
- Green City - Providing a sustainable, clean, healthy and safe environment for everyone. Nurturing green spaces and embracing our waterfront.
- Place shaping - Delivering a city for future generations. Using data, insight and vision to meet the current and future needs of the city.
- Wellbeing - Start well, live well, age well, die well; working with other partners and other services to make sure that customers get the right help at the right time

Smoking policy – The Council operates a no-smoking policy in all civic buildings.

Mobile Telephones:- Please switch your mobile telephones or other IT devices to silent whilst in the meeting

Use of Social Media:- The Council supports the video or audio recording of meetings open to the public, for either live or subsequent broadcast. However, if, in the Chair's opinion, a person filming or recording a meeting or taking photographs is interrupting proceedings or causing a disturbance, under the Council's Standing Orders the person can be ordered to stop their activity, or to leave the meeting. By entering the meeting room you are consenting to being recorded and to the use of those images and recordings for broadcasting and or/training purposes. The meeting may be recorded by the press or members of the public.

Any person or organisation filming, recording or broadcasting any meeting of the Council is responsible for any claims or other liability resulting from them doing so.

Details of the Council's Guidance on the recording of meetings is available on the Council's website.

Dates of Meetings: Municipal Year:

2024	2025
10 June	10 February
22 July	14 April
23 September	
4 November	
9 December	

CONDUCT OF MEETING

Terms of Reference

The terms of reference of the Governance Committee are contained in Part 3 of the Council's Constitution.

[03 - Part 3 - Responsibility for Functions](#)

Rules of Procedure

The meeting is governed by the Council Procedure Rules as set out in Part 4 of the Constitution.

Business to be discussed

Only those items listed on the attached agenda may be considered at this meeting.

Quorum

The minimum number of appointed Members required to be in attendance to hold the meeting is 3.

DISCLOSURE OF INTERESTS

Members are required to disclose, in accordance with the Members' Code of Conduct, **both** the existence **and** nature of any "Disclosable Pecuniary Interest" or "Other Interest" they may have in relation to matters for consideration on this Agenda.

DISCLOSABLE PECUNIARY INTERESTS

A Member must regard himself or herself as having a Disclosable Pecuniary Interest in any matter that they or their spouse, partner, a person they are living with as husband or wife, or a person with whom they are living as if they were a civil partner in relation to:

- (i) Any employment, office, trade, profession or vocation carried on for profit or gain.
- (ii) Sponsorship:

Any payment or provision of any other financial benefit (other than from Southampton City Council) made or provided within the relevant period in respect of any expense incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

(iii) Any contract which is made between you / your spouse etc (or a body in which the you / your spouse etc has a beneficial interest) and Southampton City Council under which goods or services are to be provided or works are to be executed, and which has not been fully discharged.

(iv) Any beneficial interest in land which is within the area of Southampton.

(v) Any license (held alone or jointly with others) to occupy land in the area of Southampton for a month or longer.

(vi) Any tenancy where (to your knowledge) the landlord is Southampton City Council and the tenant is a body in which you / your spouse etc has a beneficial interests.

(vii) Any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of Southampton, and either:

- a) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body, or
- b) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you / your spouse etc has a beneficial interest that exceeds one hundredth of the total issued share capital of that class.

Other Interests

A Member must regard himself or herself as having an, 'Other Interest' in any membership of, or occupation of a position of general control or management in:

Any body to which they have been appointed or nominated by Southampton City Council

Any public authority or body exercising functions of a public nature

Any body directed to charitable purposes

Any body whose principal purpose includes the influence of public opinion or policy

Principles of Decision Making

All decisions of the Council will be made in accordance with the following principles:-

- proportionality (i.e. the action must be proportionate to the desired outcome);
- due consultation and the taking of professional advice from officers;
- respect for human rights;
- a presumption in favour of openness, accountability and transparency;
- setting out what options have been considered;
- setting out reasons for the decision; and
- clarity of aims and desired outcomes.

In exercising discretion, the decision maker must:

- understand the law that regulates the decision making power and gives effect to it. The decision-maker must direct itself properly in law;
- take into account all relevant matters (those matters which the law requires the authority as a matter of legal obligation to take into account);
- leave out of account irrelevant considerations;
- act for a proper purpose, exercising its powers for the public good;
- not reach a decision which no authority acting reasonably could reach, (also known as the "rationality" or "taking leave of your senses" principle);
- comply with the rule that local government finance is to be conducted on an annual basis. Save to the extent authorised by Parliament, 'live now, pay later' and forward funding are unlawful; and
- act with procedural propriety in accordance with the rules of fairness.

AGENDA

1 **APOLOGIES**

To receive any apologies.

2 **DISCLOSURE OF PERSONAL AND PECUNIARY INTERESTS**

In accordance with the Localism Act 2011, and the Council's Code of Conduct, Members to disclose any personal or pecuniary interests in any matter included on the agenda for this meeting.

NOTE: Members are reminded that, where applicable, they must complete the appropriate form recording details of any such interests and hand it to the Democratic Support Officer.

3 **STATEMENT FROM THE CHAIR**

4 **MINUTES OF PREVIOUS MEETING (INCLUDING MATTERS ARISING)** (Pages 1 - 2)

To approve and sign as a correct record the Minutes of the meeting held on 22 July 2024 and to deal with any matters arising, attached.

5 **ANNUAL MONITORING OFFICER REPORT ON MEMBERS CODE OF CONDUCT** (Pages 3 - 38)

Report of Director of Legal and Governance and Monitoring Officer detailing the Members Code of Conduct with an update on the implementation of the 10-point action plan following the internal peer review.

Friday, 13 September 2024

Director Governance Legal and HR

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GOVERNANCE COMMITTEE
MINUTES OF THE MEETING HELD ON 22 JULY 2024

Present: Councillors Rayment (Chair), Cooper, Denness, Gravatt, Harwood and McCreanor

1. **APOLOGIES**

Apologies were received from Councillor Mrs Blatchford.

The Panel noted the resignation of Councillor Mrs Blatchford and the appointment of Councillor G Lambert respectfully in place thereof in accordance with the provisions of Council Procedure Rule 4.3.

2. **MINUTES OF PREVIOUS MEETING (INCLUDING MATTERS ARISING)**

RESOLVED: that the minutes for the Committee meeting on 22nd April 2024 be approved and signed as a correct record.

3. **APPOINTMENT OF VICE-CHAIR**

RESOLVED: that Councillor McCreanor be appointed Vice-Chair for the remainder of the Municipal Year.

4. **HR QUARTERLY REPORT**

The Committee received and noted the report of the Executive Director of Enabling Services detailing HR information for Quarter 1 April – June 2024. It was noted that there had been a total of 21 dismissals for a range of reasons as detailed in the report, 5 suspensions and 3 grievance/dismissal appeals.

The Committee also noted that the overall sickness levels for the council this quarter showed an average of 9.12 days per employee, the sector “average” was 8 days. Data analysis indicated that the authority was consistently above the sector “average” for the last 4.5 years. Sickness was more prevalent in the Directorates of Community Wellbeing and Resident Services where rates were 12.1 days and 12 days respectively per FTE with comparatively Growth and Prosperity, Enabling Services and Strategy and Performance with lower sickness rates, all under the 8 days sector “average”.

The report also detailed the breakdown of psychological absence reasons across the last 12 months which indicated the highest number of days lost had been due to depression, followed by stress and anxiety with 49% of all occupational ill-health last year being stress related.

The Committee requested that the Quarter 2 report provided a breakdown of sickness levels within Adult Social Care and Children’s Services and Learning together with data on back to work interviews across the authority. The Committee also requested data

on the ages of those recorded as sick and whether it was psychological or muscular skeletal related sickness.

Agenda Item 5

DECISION-MAKER:	GOVERNANCE COMMITTEE
SUBJECT:	ANNUAL REPORT ON THE MEMBERS' CODE OF CONDUCT AND MEMBER TRAINING
DATE OF DECISION:	23 rd September 2024
REPORT OF:	MONITORING OFFICER

<u>CONTACT DETAILS</u>			
Executive Director	Title	DIRECTOR OF ENABLING SERVICES	
	Name:	Mel Creighton	Tel: 023 8083 27
	E-mail	mel.creighton@southampton.gov.uk	
Author:	Title	MONITORING OFFICER (DIRECTOR OF LEGAL AND GOVERNANCE)	
	Name:	Richard Ivory	Tel: 023 8083 2794
	E-mail	Richard.ivory@southampton.gov.uk	

STATEMENT OF CONFIDENTIALITY	
None.	
BRIEF SUMMARY	
At the time of the adoption of the current Code of Conduct for Members the Council requested the Monitoring Officer (currently the Director of Legal and Governance) to produce an annual report outlining the impact of the Code, a summary of the complaints received and any action taken.	
RECOMMENDATIONS:	
(i)	The Committee is asked to note this annual report for the year 2023/24.
REASONS FOR REPORT RECOMMENDATIONS	
1.	Unless there are any changes required to be made to either the Code or the procedures for investigation, this report is only for noting
ALTERNATIVE OPTIONS CONSIDERED AND REJECTED	
2.	None.
DETAIL (Including consultation carried out)	
3.	The Governance Committee has the following terms of reference in relation to corporate governance and the Code of Conduct issues:
	<ul style="list-style-type: none"> To lead on the Council's duties under Chapter 7 Localism Act 2011 and to design, implement, monitor, approve and review the standards of ethics and probity of the Council, both for Councillors and employees. The Committee's powers shall include responding to consultation documents and the promulgation of Codes of Conduct but the adoption

	and revisions to the local Members Code of Conduct shall be reserved to the Council.
	<ul style="list-style-type: none"> To lead on all aspects of Corporate Governance by promoting the values of putting people first, valuing public service and creating a norm of the highest standards of personal conduct.
	<ul style="list-style-type: none"> To oversee and manage programmes of guidance, advice and training on ethics, standards and probity for Councillors and employees and on the Members Code of Conduct.
	<ul style="list-style-type: none"> To be responsible for the Council's register of Members' interests and to receive reports from the Monitoring Officer on the operation of the register from time to time
	<ul style="list-style-type: none"> To be responsible for written guidance and advice on the operation of the system of declarations of Members' Interests and to receive reports from the Monitoring Officer on the operation of the system of declarations from time to time.
	<ul style="list-style-type: none"> To establish, monitor, approve and issue advice and guidance to Councillors on a system of dispensations to speak on, or participate in, matters in which they have interests and give dispensation in appropriate cases
	<ul style="list-style-type: none"> To exercise the functions of the Council in relation to the ethical framework, corporate governance and standards of conduct of Joint Committees and other bodies
	<ul style="list-style-type: none"> To establish a Standards Sub-Committee to investigate and determine appropriate action in respect of alleged breaches of the Members Code of Conduct.
	<ul style="list-style-type: none"> To support the Monitoring Officer and Executive Director of Resources as Section 151 Officer in their statutory roles and the issuing of guidance on them from time to time
	<ul style="list-style-type: none"> To receive regular reports on the performance of the Corporate Complaints process, Local Government & Social Care Ombudsman referrals, Annual Governance Statement and Code of Corporate Governance and to recommend revisions to related policies and procedures as appropriate.
4.	The Council has a responsibility for making arrangements to receive and consider complaints against Councillors in Southampton. Stage 1 is receipt and initial consideration and, where appropriate, informal resolution by the Monitoring Officer. Where warranted, at Stage 2, the Governance Committee will determine the complaint following a detailed investigation by the Monitoring Officer or someone on his behalf.
5.	Since the adoption of the current Members' Code of Conduct, the Standards Sub-Committee has not had cause to meet to consider any allegations of breach of the Members' Code of Conduct
<u>Complaints Received</u>	
6.	The Council adopted a revised Members' Code of Conduct consistent with the requirements of the Localism Act 2011 in 2012.
7.	In summary, the regime remains low key. All members have completed their Register of Interests, are reminded annually of the need to keep it updated given it is their personal responsibility to do so.

	The Register is publicly accessible and viewable online and a few complaints or more informal queries have been received over the course of the last year. All issues / complaints have been resolved by the Monitoring Officer having been investigated as appropriate and/or rejected and advice given to the complainant at Stage 1 of the complaints procedure, meaning that there have been no references to or determinations or findings of a failure to comply with the relevant Code of Conduct by the Committee.
8.	The Monitoring Officer received 2 written complaints about councillors in 2023/24 which required preliminary investigation.
9.	All complaints, formal and informal, are taken seriously and investigated proportionately as appropriate. In order to be considered under the formal complaints process, complaints must be submitted in writing, must provide substantiated information and should outline what form of resolution the complainant is seeking. When a complaint does not meet these criteria and does not reveal a potential breach of the Members' Code of Conduct, it is treated as a "general enquiry". This means that the Monitoring Officer responds to the complainant in writing explaining why the matters complained of do not constitute a potential breach of the Members' Code of Conduct. Very occasionally, due to capacity, conflict or other reasons that the Monitoring Officer deems appropriate, independent external assistance may be sought to assist in determining complaints, however this is rare and was not exercised last year.
10.	When a complaint is submitted which provides the relevant information, the Monitoring Officer will consider and decide as to whether it will be treated as a valid complaint or not. Where it is considered valid, the Monitoring Officer may deal with the matter under delegated powers unless, after consultation with the Designated Independent Person, it is considered that the breach is potentially serious enough to merit putting before the Standards Sub Committee for determination. None met that threshold. All complaints received were determined at an early stage and the complainant advised of the reasons. Members against whom a complaint is made are generally not advised at this preliminary stage as complaints are treated in confidence.
<u>Applications for Dispensation</u>	
11.	If a member wishes to apply for a dispensation to allow them to take part in a meeting with a disclosable pecuniary interest, they must submit a written application to the Monitoring Officer. Applications are then decided by him or by the Governance Committee.
12.	The Localism Act 2011 substantially changed the rules on interests. Regretfully, it was incomplete to order to permit members to carry out their full duties in relation to being able to vote on the budget. Annually before Full Council, all members are granted a blanket dispensation by the Monitoring Officer to allow them to take part in the decision to approve the Council's budget and set the Council Tax bands. No other dispensations have been applied for.
<u>Supporting Members of the Council</u>	
13.	Training has previously been provided to newly elected members and as a refresher to others, and as required for new Cabinet Members and those members who sit on regulatory bodies such as Licensing Committee and the Planning & Rights of Way Panel. Importantly, the adopted Member Learning & Development Strategy has been implemented and member training via external partners, such as the LGA, CfGS and SEE, has gradually increased.

	<p>Group Leaders have committed to increasing member development at all levels of office to better support members in discharging their roles. The budget is however severely limited. The agreed induction and training programme is being implemented over the year and ongoing development is currently being discussed. Attendance at the members induction day following May elections was well attended by newly elected members.</p> <p>The attached training and development programme was paused due to the UKPGE in July 2024. The programme resumes in September 2024, however, all core training to ensure the lawful discharge of licensing and planning meetings was delivered prior to the UKPGE.</p> <p>The Democratic & Member Services Manager, with Group Leaders support, has redesigned the programme including the times of the sessions to try and accommodate members wishes and ensure better access and take up.</p> <p>The Democratic & Member Services Manager routinely requests feedback on the quality of training provided and works with Group Leaders and Senior Officers to ensure the programme continues to offer a wide range of opportunities to support all members with their ongoing development.</p> <p>Group Leaders approve core training that is to be funded from the training budget for each municipal year. The remaining budget is allocated per group on a proportionate basis.</p>
14.	<p>It is essential that all councillors are equipped with the skills and knowledge required to enable them to fulfil their various roles effectively and the programme will offer a range of learning and development opportunities utilising external training events, online resources and support via the LGA and other third party providers. The programme will continue to offer a mix of in-house training, external mentoring and development opportunities via officer led training, e-learning packages and briefings.</p>
15.	<p>Presently bespoke training sessions are offered to support councillors with their roles on committees and panels (including specific training around planning and licensing legislation, as well as opportunities around effective scrutiny and chairing skills).</p>
16.	<p>The LGA have recently supported 'Top Team' development with Cabinet and then Executive Management Team that included the use of psychometric and 360-degree feedback tools.</p> <p>The Democratic and Member Services Manager works collaboratively with the Leader to ensure Cabinet Members can access mentoring support and other development opportunities to each support them in their Cabinet roles including portfolio based learning.</p>

17.	<p>Lastly, members will be aware that an independent charity, the Centre for Governance and Scrutiny (CfGS) were commissioned to undertake a light touch governance review. The final report has previously been reported to Governance Committee and the subsequent Action Plan agreed and delivered save for residual and ongoing support in some aspects of authors report writing. A workshop for senior officers facilitated by CfGS and an external member peer was held on 4th September 2024 as part of the Action Plan and further workshops with members and officers are planned. The cost for this is being paid for by the LGA.</p>
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Gifts & Hospitality

18.	<p>The requirement for members to register any gifts or hospitality received in their capacity as an elected member is currently set at a minimum of £50. Minimal notifications have been made which probably reflects the limited quantity and value of any received. This requirement does, however, exclude anything relevant to elected members who are the Lord Mayor or Sherriff when acting in those capacities.</p>
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RESOURCE IMPLICATIONS

Capital/Revenue

19.	None.
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Property/Other

20.	None.
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LEGAL IMPLICATIONS

Statutory power to undertake proposals in the report:

21.	Chapter 7 Localism Act 2011.
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Other Legal Implications:

22.	None.
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RISK MANAGEMENT IMPLICATIONS

23.	None.
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POLICY FRAMEWORK IMPLICATIONS

24.	None.
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KEY DECISION?	No
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WARDS/COMMUNITIES AFFECTED:	None
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SUPPORTING DOCUMENTATION

Appendices

1.	Elected member induction and development programme 2024/2025
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Documents In Members' Rooms

1.	None	
Equality Impact Assessment		
Do the implications/subject of the report require an Equality and Safety Impact Assessment (ESIA) to be carried out.		No
Data Protection Impact Assessment		
Do the implications/subject of the report require a Data Protection Impact Assessment (DPIA) to be carried out.		No
Other Background Documents		
Other Background documents available for inspection at:		
Title of Background Paper(s)		Relevant Paragraph of the Access to Information Procedure Rules / Schedule 12A allowing document to be Exempt/Confidential (if applicable)
1.	None	
2.		

Elected member induction and development programme 2024/25

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Welcome to the Elected Member induction and development programme for 2024/25.

For ease of understanding, this has been split into six sections:

- Induction training
- E-Learning for Councillors
- Priority training
- Committee training
- Other training/briefings
- Personal development training



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All training and briefings are open for all Councillors to attend, either as part of induction or for a refresher unless specifically stated. We appreciate not all session dates will be convenient for you and where possible sessions will be recorded so these can be accessed at any time.

Newly elected councillor will be provided with login information to access the MyLearning E-learning Platform.

All other training and briefing sessions are offered to support your personal development, including a variety of learning that is available via the Local Government Association (LGA).

You will be sent an Outlook invitation for training events and sessions run by SCC. For any external development that involves a cost this must be approved by your Group Leader or nominated lead for training within your party. Supported requests for training are to be submitted to Sarah Dale, Democratic & Member Services Manager.

If you have a particular training or development need that is not covered in this directory please do get in touch and we will try and find a solution for you.

Sarah Dale

Democratic & Member Services Manager
1st Floor,
Civic Centre,
SO14 7LY

Tel: 023 8083 4791

Email: Sarah.Dale@southampton.gov.uk

From
May 2024

For new Councillors

Induction Day - 9 May 2024

Introduction to My Learning and Business World systems

How to contact the Council & Signposting

The effective Ward Councillor - delivered by the Local Government Association (LGA)

New Councillor Hub - the Local Government Association (LGA)

From
June 2024

E-Learning and core reading for new and current Councillors

Information Governance and GDPR - e-learning via MyLearning

Introduction into Safeguarding Children & Vulnerable Adults, e-learning via MyLearning
Council Decision Making, e-learning via MyLearning

Raising Awareness of Prevent
e-learning via MyLearning

H&S - DSE
e-learning (Display Screen Equipment)

Handling Difficult Situations
(personal safety), e-learning via MyLearning

Modern Slavery - core reading

Anti Fraud & Corruption essentials - core reading

Understanding your responsibilities as a Councillor for Health & Safety including personal safety. (Under development)

Priority training for new and current Councillors

Introduction to Modern Government (ModGov) App - via Induction Days and by Committee

Introduction to Local Government Finance Understanding the Housing Revenue Account (HRA)

Introduction to Capital Strategy and Treasury Management

All Things Planning - the role of the Councillor within the planning process

The Chipperfield Bequest - understanding the councillor responsibilities as trustees of the Chipperfield Trust.



From
May 2024

Committee training for new and current Councillors

Planning & Rights of Way (PROW):

mandatory session for PROW Committee Members
Licensing mandatory session for Licensing Committee Members

The Role of Scrutiny: session with the Scrutiny Manager to understand the role of Scrutiny Local Government Association (LGA) Leadership

Essentials Programme: Chairs of Audit Committees and Effective Scrutiny. Attendance to be agreed by Group Leader/training lead

Bespoke Chairs training: discuss requirements with Democratic & Member Services manager.

From
June 2024

Directorate/portfolio based sessions for new and current councillors

- Children's Social Care and Early Help services
- Education, Early Years and Education Support Services
- Corporate Parenting - the role of a Councillor
- Housing - **new**
- The role of Public Health
- Adult Social Care & Commissioning - **new**
- Stronger Communities
- The Highways Programme - **new**
- Contracts & Procurement

Personal Development & Wellbeing

Diversity & Inclusion

Action learning sets on a variety of personal development such as managing people problems, time management, Conflict as well as wellbeing topics, including lone working, personal safety.

Find out more here:

Local Government Association Leadership Academy and online learning modules and workbooks
Portfolio based development offered by the Local Government Association, refer to links throughout.

Section 1 - Induction training



Induction for new Councillors

Newly elected and re-elected members.

Who is running this course?

This course is run in-house and will be facilitated by a range of key officers including Richard Ivory, Director for Legal & Governance and Monitoring Officer, Senior Democratic Services Officers, representatives from Member Services and will also include a corporate overview session with Andrew Travers, Chief Executive and the Executive Management Team. Please refer to the separate programme for full details.

What will it cover?

The morning sessions provides a welcome and orientation to the council, including an overview of support, completion of essential paperwork, issuing parking permits, official photograph, allocation of IT equipment and IT induction. The afternoon session focusses on your role as a new Councillor, including governance, member protocol, council meetings/decision making and other legal responsibilities.

When and where?

Thursday 9 May 2024, 9.30am - 5.30pm,
Civic Centre

This day is primarily aimed at newly elected councillors.
This is mandatory and essential in preparation for the Annual General Meeting (AGM) scheduled for Wednesday 15 May 2024.

Introduction to my learning and Business World Systems - **Essential**

Who is this course for?

All Councillors

Who is running this course?

This session will be facilitated by our Learning and Development Team.

What will it cover?

To support you to navigate your way round e-learning packages that are available via My Learning. To assist you in accessing Business World and show you how to submit expenses, maintain your personal records and how to access payslips and P60s.

When and where?

TBA

How to contact the council & sign-posting - Essential

Who is this course for?

All Councillors

Who is running this course?

This session will be facilitated by James Marshall, Director of Customer and Employee Experience

What will it cover?

We will cover the various ways customers and councillors can request services, report issues or get updates/information. There will be an overview of key channels and links to common tasks. We will also cover how to escalate an issue as a councillor and talk through some of the future plans for the service.

When and where?

Wednesday 22 May 2024, 6 - 7pm
Via MS Teams

The effective ward councillor - Essential

Who is this course for?

All newly elected Councillors

Who is running this course?

This session will be facilitated by Alison Edwards, Leadership Adviser, Local Government Association (LGA)

What will it cover?

- To consider your role as a Ward Councillor
- Understand the key skills to be effective
- Handling your case work
- Effectively navigating your role as a Ward Councillor
- Where to go for further resources, advice and assistance

When and where?

Monday 24 June 2024, 6 - 8pm

Local government association (LGA) new Councillors hub

Who can benefit from this resources?

All new Councillors.

Resource information

The Local Government Association offer a wide range of learning resources to support you in your role.

To access please use your Councillor SCC email address

[Councillor hub | Local Government Association](#)

The LGA suggest you browse their councillor development programmes

LGA new councillor induction

Who is this course for?

All newly elected Councillors

When and where?

Wednesday 19 June 2024, 2 - 4pm

To book please visit the LGA events page

[LGA events page](#)



Section 2 - E-learning and core reading



The following e-learning courses are available via My Learning. These are not specifically designed for Councillors but are part of core e-learning package. You will be set up with an account and training is available to support navigation of our Learning & Development site.

Information governance and GDPR, e-learning - Essential

This 45-minute module has been designed to help increase (or refresh) your knowledge of Information Governance. There will be an assessment at the end to check your understanding and to record your compliance.

Objectives:

- Identify the relevant Information Governance policies, procedures and key personal
- Deal with information requests appropriately
- Apply Information Governance principles and manage the risks involved with handling information

Introduction to safeguarding children and Vulnerable adults, e-learning - Essential

Objectives:

We all know that it is unacceptable for a child, young person or adult to experience any kind of abuse or harm. This 15-minute e-learning module will help you to recognise the importance of safeguarding and the role you play in reporting any concerns.

By the end of this module you will be able to:

- Define safeguarding and what constitutes abuse
- Recognise what the council/staff/corporate responsibilities are
- Take appropriate action if you have any safeguarding concerns

Council decision making, e-learning - Essential

Objectives:

- The Southampton City Council Decision Making e-learning course is a five-minute course in two sections.
- Introduction 1st Section for those wishing to get a basic overview of what the Decision Making Process is and who it involves.
- Section two is not relevant. The Introduction will provide a basic understanding how reports for council are prepared.

Raising awareness of prevent, e-learning - **Essential**

Objectives:

The aim of this 15-minute e-learning is to raise awareness of the Prevent duty placed on public sector bodies under the Counter Terrorism Security Act 2015.

H&S - DSE (display screen equipment), e-learning - **Essential**

As a DSE user, you must complete this module, a DSE Self-Assessment and review this with Sarah Dale within a month of your start date, if you have any DSE requirements identified as part of this e-learning.

Section 1 - Declaration of completion of training materials

Section 2 - DSE Quiz

Section 3 - DSE Self-Assessment

This training should be refreshed every two years.

Customer service - handling difficult situations, e-learning

We are all members of the general public and the majority of people are friendly, approachable and non-aggressive. If you deal directly with the public in your role you may encounter someone who is having a bad day, or is unhappy about something involving the council. Unfortunately, in these circumstances there is a possibility you may be sworn at, threatened or even attacked. You can't stop incidents occurring, but you can prepare yourself in order to minimise the risk. Would you know what to do in a difficult situation involving the public?

How would you react?

What steps would you take to avoid, diffuse, or remove yourself from the situation?

This e-learning module offers basic advice on how to avoid or diffuse difficult situations where you may be at risk of receiving abuse and keep yourself safe where your personal safety may be at risk.

Please also refer to the LGA for further information on [Civility in public life | Local Government Association](#)

Modern slavery - **Essential**

Please read our short essentials guide on how to spot the signs of modern slavery and how to report any suspicions or incidents.

[modern-slavery-essentials.pdf](#)
([southampton.gov.uk](#))

Anti-fraud and corruption - **Essential**

The council sets and maintains high standards and a culture of honesty, openness and integrity.

This strategy fully supports the council's desire to maintain an authority free from fraud and corruption.

Please read this short essentials guidance:

[Anti-Fraud and Corruption](#)
([southampton.gov.uk](#))



Section 3 - Priority training for all Councillors



Introduction to local government finance - **Essential**

Who is the session for?

This is for all Councillors.

Who is running this course?

This session will be delivered by Mel Creighton, Executive Director Enabling Services & S151 Officer and Richard Williams, Director of Finance

What will it cover?

- Overall national and legal framework.
- Understand key concepts and terminology.
- Understand how local councils receive their funding.
- How the council plans, managements and reports its finance.

When and where?

17 June 2024, 6 - 7pm

MS Teams

Understanding the housing revenue account (HRA) - **Essential**

Who is the session for?

This is for all Councillors

Who is running this course?

Who is the session for?

This is for all Councillors

Who is running this course?

What will it cover?

- The council as a landlord – regulatory framework.
- How the HRS is funded.
- What the money is spent on.
- The capital expenditure programme.

When and where?

TBA

Introduction to capital strategy and treasury management - **Essential**

Who is the session for?

This is for all Councillors

Who is running this course?

TBA

What will it cover?

- Understanding of the capital expenditure and funding landscape
- Understanding of what treasury management is.
- Why it is important.
- Outlook for the coming year.

When and where?

Thursday 18 July, 6 - 7pm
MS Teams

Introduction to Modern Government (ModGov) app - **Essential**

Who is the session for?

All Councillors.

Who is running this session?

Representatives from Democratic Services, ad-hoc Committee.

What will this session cover?

The Modern Gov app automatically downloads meeting papers for your subscribed committees and promotes our commitment to reduce its reliance on paper. Democratic Services will show you a wide range of annotation tools allows you to mark-up documents as easily as if they were on paper. This easy-to-use app offers free access to publicly available meeting papers from any organisation using Modern Gov's decision management system to support its democratic, governance and transparency processes.

When and where?

Per committee

The Chipperfield Trust - **Essential**

Who is this session for?

All Councillors.

Who is running this session?

Carolyn Abel, Head of Culture and Tourism and a representative of the Chipperfield Advisory Committee.

What will this session cover?

Given all Members are trustees of the Chipperfield Trust this session is aimed to ensure Member understand their obligations and responsibilities in line with the Charity Commission requirements and the role of the Chipperfield Advisory Committee.

This session will also include a tour of the Art Gallery stores.

When and where?

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TBA

All things planning: the role of the councillor within the planning process - **Essential**

Who is this session for?

All new Councillors and any Councillor who wishes a refresher.

Who is running this session?

Stephen Harrison, Service Manager - Development
Rob Sims - Planner

What will this session cover?

This session will provide an overview in understanding the role of a Councillor within the planning process. The session will also explain the regulations around permitted developments, planning enforcement and building control. This is an overview session, if you sit on Planning & Rights of Way Committee (PROW) please also review training in Section 4.

When and where?

Monday 1 July 2024, 6 - 8pm
Council Chamber

Stronger Communities: prevent, Modern Slavery, Race Hate and Domestic Abuse - Essential

Who is this session for?

All new Councillors and any Councillor who wishes to attend this course as a refresher.

Who is running this session?

Chris Brown, Head of Stronger Communities
Claire Edgar, Executive Director Community Wellbeing

What will this session cover?

This session will provide an orientation to both statutory and crime prevention processes regarding PREVENT, Modern Slavery, Domestic Violence and definition and reporting of Hate Crime.

When and where?

Monday 21 October 2024, 6 - 7pm
MS Teams

Contracts & procurement

Who is this session for?

All new Councillors and any Councillor who wishes to attend this course as a refresher.

Who is running this session?

Paul Paskins, Head of Supplier Management
Katie Renouard, Service Manager - Contracts and Commercial

What will this session cover?

The session will provide an overview of our strategic contracts and partnerships. This session will also cover the councils/procurement process.

When and where?

Monday 18 November, 6 - 7pm
MS Teams

Section 4 - Committee training



Planning and rights of way (PROW) committee - **Essential**

Who is this training for?

This is a mandatory session for all Councillors appointed to PROW Committee.

Who is delivering this training?

Stephen Harrison, Service Manager Development
Alex Russell, Solicitor

What will this training cover?

To ensure Councillors fully understand their decision making powers, roles and responsibilities linked to PROW alongside an overview of the UK Planning system including recent changes.

Any Councillor that intends to be part of PROW Panel, even as a substitute, must attend.

When and where?

Monday 20 May 2024, 6 - 8pm
Council Chamber

Licensing Committee - **Essential**

Who is this training for?

This is a mandatory session for all Councillors appointed to Licensing Committee

Who is delivering this training?

Phil Bates, Licensing Manager

What will this training cover?

To ensure Councillors fully understand their decision making powers, roles and responsibilities linked to Licensing Committee.

When and where?

Thursday 20 June 2024, 10am - 4pm
Eastleigh Borough Council Offices

The role of scrutiny - **Essential**

Who is this session for?

All new Councillors and those who wish to attend as a refresher.

Who is delivering this session?

Mark Pirnie, Scrutiny Manager

What will this session cover?

To understand the role of Scrutiny within the council, how it works and to understand the role of a Scrutiny Inquiry.

When and where?

Monday 3 June 2024, 6 - 8pm

Conference Room 3, Civic Centre

In addition, specific scrutiny training may be available to support members in their roles on Children & Families Scrutiny and Health and Overview & Scrutiny Panel.

Audit committee – **Essential**

Who is this session for?

Councillors appointed to the Audit Committee

What will this session cover?

This is an in-house, focussed session on treasury management to support councillors in delivering the requirements of this committee.

When and where?

TBA



LGA Leadership Essentials: Effective Scrutiny

Who is this for?

This is a two-day programme for new or aspiring scrutiny chairs or task and finish group review lead members.

Who is delivering this programme?

This is run by the Local Government Association.

What does this programme cover?

This programme focuses on leading and managing a scrutiny review; chairing scrutiny meetings in all their forms; increasing participation by members and the public; ensuring impact of scrutiny recommendations.

When and where?

Programme 23:

Thursday 26 September - Friday 27 September 2024

• Programme 24:

Saturday 25 January - Sunday, 26 January 2025

• Programme 25:

Thursday 13 February - Thursday 14 February 2025 - **Virtual**

This is a two-day residential event held at Warwick Conference Centre, Coventry.

Fee: The fee for attending the 2-day residential event is £250 per place which includes accommodation, meals and all learning materials, and cost for the virtual programme is £99.

Please note your group leader or nominated training lead must approve attendance.

Leadership Essentials: Audit Committees

Who is this for?

The Chair/Vice Chair of Governance and Audit Committee.

Who is delivering this programme?

This is run by the Local Government Association.

What does this programme cover?

This programme will discuss how Audit Committees can be most effective. Drawing on the insights of regulators and practitioners it will provide space for participants to reflect on the way their Committee functions and how it can gain maximum assurance that the council's governance arrangements are fit for purpose.

When and where?

• Programme 12:

Wednesday 30 October - Thursday 31 October 2024

• Programme 13:

Wednesday 27 November - Thursday 28 November 2024

• Programme 14:

Saturday 18 January - Sunday 19 January 2025

This two-day programme delivered at Warwick Conferences and is fully subsidised.

Chairs training

It is possible to arrange bespoke Chairs training for current and aspiring Chairs. Please discuss requirements directly with Sarah Dale. Democratic Services are also available to support any Chair/Vice Chair as required.

Section 5 - Briefings by Directorate/ Portfolio



Children's Social Care and Early Help Services

This is an opportunity open to all new and existing Councillors to meet with senior leaders within Children & Learning to provide a service overview on social care and preventative services within the city; how to access support and our 'Building for Brilliance' programme.

When and where?

Monday 8 July 2024, 6 - 7pm
MS Teams

Education, Early Years and Education Support Services

This is an opportunity open for all new and existing Councillors to meet with senior leaders within Education Support Services. This session will explain the relationship the local authority has with schools as well as providing an overview on support that is available via the early years sector as well as services that support children and young people's education journey.

When and where?

TBA

Corporate Parenting - the role of a Councillor

This is an opportunity for all new and existing Councillors to meet with lead officers for Looked After Children to assist you in understanding your important role as a 'Corporate Parent'. Alongside this briefing there is also some e-learning via the LGA e-learning platform.

Councillors need to register for an account. Click on this link to complete the registration if you don't already have one:
[Councillor e-learning | Local Government Association](#)

Sometimes there can be a 24-hour delay before the modules can be accessed.

All Councillors receive the agenda pack for Corporate Parenting Committee for awareness.

When and where?

Monday 15 July 2024, 6 - 7pm
MS Teams

Housing

This is an opportunity for all new and existing Councillors to receive an overview of the Housing Services that are the responsibilities of the City Council, lead by the senior leaders within the Resident Services Directorate. The session will cover all the aspects of housing from our work with rough sleepers and homeless families through to our Landlord services and building of new homes, including the partnership work we do across the city to deliver the services and the plans for the future. The session will also provide advice and guidance on how to support residents accessing services and support.

When and where?

Thursday 4 July 2024, 6 - 7pm

MS Teams

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The role of Public Health

Run by the Public Health Team, this session is open to all new and existing Councillors to expand their knowledge and awareness of the responsibilities for Public Health, to understand how prevention work can improve health and wellbeing and reduce increasing demand for council services.

When and where?

Monday 30 September 2024, 6 - 7pm

MS Teams

Adult Social Care & Commissioning

Session to provide an overview of Adult Social care in Southampton. To talk about the challenges, the opportunities and our aspirations for Southampton residents.

To outline the key work streams in our major transformation programme, supporting our vision of providing a high- quality service that is easy for people to navigate; an excellent early help offer; a confident and competent workforce and a fair, sustainable and flexible service.'

When and where?

TBA

The Highways Programme

This session will cover the way the Highways Services Partnership (HSP) with Balfour Beatty Living Places (BBLP) works and what service are delivered through it such as highways maintenance, drainage, and network management (including traffic signals and management of roadworks).

When and where?

Thursday 20 June 2024, 6 - 7pm

Conference Room 3.

Section 6 - Personal development and wellbeing



Equality, diversity & inclusion training

Who is this for?

Open to all Councillors

Who is delivering this training?

Helen Wentworth, Wellbeing & EDI Lead &
Helen Harris, Organisational Development Manager

What does this training cover?

A diverse and inclusive workplace and organisation is one that makes everyone, regardless of race, gender, age, sexual orientation, identities, beliefs, feel equally involved in and supported in all areas of the workplace. We want people to feel a sense of belonging in SCC and feel safe to be their unique selves. This session will explore what we all need to do in order to ensure we treat others justly, fairly and consistently and promote inclusivity and equity. You will also be invited to sign the SCC Diversity & Inclusion Pledge.

When and where?

Thursday 7 November 2024, 2 - 4pm and
Monday 11 November 2024, 10am - 12noon.
Via MS Teams

Members only need to attend one session.

Action learning sets

Action learning sets are available on a variety of personal development topics such as management people problems, time management, conflict management [Learning Links \(southampton.gov.uk\)](https://www.southampton.gov.uk/learning-links) as well as wellbeing topics including lone working and personal safety are available via [Essentials documents \(southampton.gov.uk\)](https://www.southampton.gov.uk/essentials-documents)

Each learning set takes less than two minutes to read.



Local Government Association Learning

A variety of learning is available via the Local Government Association. We pay for membership which entitles us to receive a mix of learning and resources that are often fully subsidised through our membership.

The Leadership Academy. This is the LGAs flagship development programme for councillors in leadership positions. Each programme contains three modules focussing on 'Personal Leadership', 'Political Leadership' and 'Leadership of Place' and is delivered over a three-month period. Nominations for a place on Leadership Academy must come via Group Leaders. The cost is £1,000 for the first place and £1,250 for each subsequent place.

More information:

[Leadership Academy | Local Government Association](#)

Leadership Essentials: These are a series of programmes and workshops designed as themed learning opportunities for Leaders, Cabinet Members/Portfolio holders, Opposition and Chairs of Committees.

More information:

[Leadership Essentials | Local Government Association](#)

Community Leadership: This programme provides a number of resources to support you in your role as community leaders, facilitators and brokers via workbooks. Please click on the link for a full list of topics.

More information:

[Community Leadership | Local Government Association](#)

Councillor e-learning modules: Please access the link for a full list of e-learning that is available.

More information:

[Councillor e-learning | Local Government Association](#)



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