

**Member  
Induction and  
Development  
Booklet**

# WELCOME TO THE TEAM

## ***Hello and welcome to the team!***

It is a priority of the Authority to ensure that Councillors are fully equipped to represent the views of the community, to improve and shape services for the future.

Therefore, West Suffolk Council has made a commitment to enable its Councillors to be supported in developing the range of skills needed to be outstanding community leaders and advocates for the Authority.

This starts with the post-election Induction Programme for which there are a number of essential sessions over the next couple of months to ensure you have the knowledge to support your role.

Mandatory sessions are also scheduled as part of the induction to provide guidance to those Councillors with specific appointments to Committees, in order to enable robust decision-making. However, we encourage you all to attend these in order to further your knowledge on the operation of the Council.

Going forward a number of the training sessions will be delivered on an annual rolling basis, therefore ensuring that Member Development is continually monitored and built upon to support you as an elected Councillor.

Recognising the other demands you will have on your time, some of the sessions offer the choice of in-person or virtual attendance.

For those topics which require annual training we also intend on giving you the option of an online e-learning course, which could be completed at a time of your choosing.

Lastly, towards the end of this booklet it signposts you to our e-learning (online training) offer alongside other organisations who offer training to elected Members. We actively encourage all Councillors in identifying further personal development and will support you in doing so.

***Jen Eves***  
***Director (HR, Governance & Regulatory)***

## Welcome and AGM

The induction programme is not just about helping new Councillors learn about the work of the Council – it is also a good opportunity for Councillors to meet each other, and for more experienced Councillors to help nurture and mentor their new colleagues.

**A critical part of the induction process is set out below and we ask all Councillors to make every effort to attend one of the three sessions (You'll be asked to RSVP which of the sessions you wish to attend on 10 May using the form at the front of your pack when you are issued with it)**

## Welcome and Induction Day – 10 May 2023

**Venue: Conference Chamber, West Suffolk House, Bury St Edmunds**

Welcome and Induction Day - Session 1	Wed 10 May 10.00am-12noon
Welcome and Induction Day - Session 2	Wed 10 May 2.00-4.00pm
Welcome and Induction Day - Session 3	Wed 10 May 6.00-8.00pm

### Aim of event:

Various stations/zones will be setup in the Conference Chamber to cover: completion and submission of mandatory forms including the Declaration of Acceptance of Office, your corporate photograph will taken, you'll collect & connect to IT equipment, you'll receive a tour & induction of WSH, Leadership Team will welcome you to West Suffolk Council, there will be a demo of the Chamber's audio visual equipment, you'll be shown how to access electronic agenda papers, Localities Officers will introduce themselves and there will be opportunity for Councillors to meet and network.

### NOTES:

1. You will need to bring the personal device(s) with you that you intend on using for Council work if you want to do so instead/in addition to using the Council issued laptop;
2. Re-elected Councillors will need to bring their previously issued Council laptop with them in order to return it, in exchange for a replacement model;
3. Photographic ID must be brought with you to enable the Council to take a copy for their records; and
4. Following the tour/induction of West Suffolk House your access card will be issued to you at the AGM on 23 May 2023.

## Your First Council Meeting

### Annual General Meeting – 23 May 2023

**Venue: Conference Chamber, West Suffolk House, Bury St Edmunds**

West Suffolk AGM	Tue 23 May 7.00pm – Briefing/run through at 6.30pm
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To support your first Council meeting on 23 May we are asking all Councillors to attend from **6.30pm** in order to allow Officers to run through the meeting procedure, operation of the audio equipment and familiarise you with the process prior to commencement of the formal meeting. Your WSH access cards will also be issued to you at this meeting.



## Essential Topics

The following sessions have been devised to provide you with key skills and information, and we again ask that **all Councillors** make every effort to attend one of the sessions offered for each topic. These will also be scheduled annually.

**(Please RSVP which of the sessions you wish to attend using the form in your pack that we'll request from you at the induction/welcome day on 10 May, electronic invitations will be issued for the virtual sessions)**

### Code of Conduct & Law and Governance – 15 May 2023



Code of Conduct & Law and Governance - Session 1	Mon 15 May 2.00-4.00pm	Conference Chamber, WSH
Code of Conduct & Law and Governance - Session 2	Mon 15 May 6.00-8.00pm	Virtual via MS Teams

#### Aim of event:

Led by the Council's Monitoring Officer, you will have the governance structure of West Suffolk outlined and be familiarised with the Code of Conduct.

For those Members who may not be able to make either of the above WSC sessions, we are working with our partners at neighbouring Babergh Mid Suffolk Councils and they are delivering their virtual training sessions on the Code of Conduct on the following dates/times. Please indicate on the relevant form which of the sessions you wish to attend on this topic.

Babergh Mid Suffolk: Code of Conduct - Session 1	Thu 11 May 7.00-8.30pm	Virtual via MS Teams
Babergh Mid Suffolk Code of Conduct - Session 2	Mon 15 May 2.00-3.30pm	Virtual via MS Teams

### Information Governance (GDPR) – 18 May 2023



Information Governance (GDPR) - Session 1	Thu 18 May 2.00-4.00pm	Room GFR14, WSH
Information Governance (GDPR) - Session 2	Thu 18 May 6.00-8.00pm	Virtual via MS Teams

#### Aim of event:

The Council's Data Protection Officer will outline how Members must handle personal information in their role as a Councillor.

## Local Government Finance – 8 June 2023



Local Government Finance - Session 1	Thu 8 Jun 2.00-4.00pm	Conference Chamber West, WSH
Local Government Finance - Session 2	Thu 8 Jun 6.00-8.00pm	Virtual via MS Teams

### Aim of event:

The Council's Section 151 Officer will explain how the council secures a sustainable budget and how it operates to meet this budget in the immediate and medium term

## Corporate Parenting – 28 June 2023



Corporate Parenting - Session 1	Wed 28 Jun 2.00-4.00pm	Conference Chamber, WSH
Corporate Parenting - Session 2	Wed 28 Jun 6.00-8.00pm	Virtual via MS Teams

### Aim of event:

The session will cover topics such as safeguarding, modern day slavery and county lines.

## Equality & Diversity – 6 July 2023



Equality & Diversity - Session 1	Thu 6 July 2.00-4.00pm	Conference Chamber, WSH
Equality & Diversity - Session 2	Thu 6 July 6.00-8.00pm	Virtual via MS Teams

### Aim of event:

This session will help Members understand the Council's equality duty and their role in supporting and promoting diversity in their communities.

## Mandatory Training

Councillors must complete specific training in connection with their appointment to certain Committees and this training must be completed annually.

Whilst the sessions listed below are mandatory for those Members appointed to the relevant meetings, **all West Suffolk Councillors are actively encouraged to attend** in order to further their knowledge and understanding.

**(Please RSVP which of the sessions you wish to attend using the form in your pack that we'll request from you at the induction/welcome day on 10 May, electronic invitations will be issued for the virtual sessions)**

### Planning (Development) – 31 May 2023

**Mandatory training for the Development Control Committee, encouraged for all Members to understand their role in the planning process**



Planning (development) - Session 1	Wed 31 May 2.00-4.00pm	Conference Chamber, WSH
Planning (development) - Session 2	Wed 31 May 6.00-8.00pm	Virtual via MS Teams

#### Aim of event:

The Service Manager (Planning – Development) will outline the operation of the Development Control Committee, the Delegation Panel, the Planning Code of Practice and the role of the Ward Member.

NOTE: Members appointed to the Committee will not be able to take part in site visits or Committee meetings until they have been trained.

In addition to the above, the members of the Development Control Committee are also requested to attend the following session, scheduled on the same day as their first meeting:

Development Control Committee - Wash-up Feedback	<b>On conclusion of the first DC Committee on 7 June 2023</b>	Conference Chamber, WSH
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#### Aim of event:

This session is to gain feedback from Members as to how they felt the meeting went and to identify any gaps in their training/knowledge.

## Licensing – 22 & 27 June 2023

### Mandatory training for the Licensing & Regulatory Committee, encouraged for all Members to understand their role in the licensing process



Licensing - Session 1	Thu 22 June 2.00-4.00pm	Room GFR13, WSH
Licensing - Session 2	Thu 22 June 6.00-8.00pm	Virtual via MS Teams
Licensing – Session 3	Tue 27 June 10.00am-12noon	Room GFR14, WSH
Licensing – Session 4	Tue 27 June 6.00-8.00pm	Virtual via MS Teams

#### Aim of event:

The Business Partner (Regulatory and Information Governance) will outline the operation of the Licensing & Regulatory Committee it's Sub-Committees and the Licensing Code of Practice.

NOTE: Members appointed to the Committee will not be able to take part in Sub-Committee Hearings or meetings of the full Committee until they have been trained.

## Local Plan – 29 June 2023

Required training for the Local Plan Working Group, encouraged for all Members to understand the process and current position of the Council's Local Plan



West Suffolk's Local Plan - Process and Current Position	Thu 29 June 6.00-8.00pm	Conference Chamber, WSH
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### Aim of event:

Open to all Members but newly elected are particularly encouraged, alongside those appointed to the Local Plan Working Group. The event is to be held solely in-person to aid the facilitation of questions and discussion. Members will be briefed on the Local Plan process and the current position in respect of West Suffolk's Local Plan.

**In addition, the following sessions have been scheduled immediately prior to the first (post-election) meetings in question, in order to brief the Members appointed to those Committees and answer any questions they may have:**

<b>Performance &amp; Audit Committee</b> - Role of Committee Overview	<b>Thu 22 June 4.00pm</b> (prior to first meeting of the Performance & Audit Committee at 5pm)	Conference Chamber, WSH
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<b>Overview &amp; Scrutiny Committee</b> - Scrutiny Overview	<b>Thu 15 June 4.00pm</b> (prior to first meeting of the Overview & Scrutiny Committee at 5pm)	Conference Chamber, WSH
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<b>Standards Committee</b> - Standards Regime Overview	<b>Mon 26 June 4.00pm</b> (prior to first meeting of the Standards Committee at 5pm)	Conference Chamber, WSH
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NOTE: A copy of the Council's full calendar of meetings for 2023/2024 can be found in your induction pack and meeting dates can also be viewed on the Council's website here: [Monthly meetings calendar - May 2023 \(westsuffolk.gov.uk\)](https://www.westsuffolk.gov.uk/monthly-meetings-calendar-may-2023)

## Welcome to Local Government

(Please RSVP which of the sessions you wish to attend using the form in your pack that we'll request from you at the welcome/induction day on 10 May)

## Tour & Induction at Mildenhall Hub - 25 May 2023

We encourage all newly elected Members to sign up for one of the sessions, alongside any re-elected Members who had not been previously formally inducted at the Hub



Councillors are invited to attend an induction session at our Mildenhall Hub office where you will receive a tour of the facility and have your access card activated for the building.

Afterwards, one of Senior Leadership Team will invite you to join them to welcome you to your role in local government and answer any questions you may have.

Mildenhall Hub Induction - Session 1	Thu 25 May 10.00-11.00am	Mildenhall Hub
Mildenhall Hub Induction - Session 2	Thu 25 May 2.00-3.00pm	Mildenhall Hub
Mildenhall Hub Induction - Session 3	Thu 25 May 6.00-7.00pm	Mildenhall Hub

## Role of the Ward Member & Localities – 5 June 2023

All Members are particularly encouraged to attend



Role of the Ward Member and Localities	Mon 5 June 6.00pm	Conference Chamber, WSH
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### Aim of event:

The event is to be held solely in-person to aid the facilitation of questions and discussion. Councillors will be able to meet their Localities Officers and gain understanding on matters such as their locality budgets. The session will also enable Members to network with their fellow Ward Members.





## **East of England LGA Regional Induction Event for New Members – 7 June 2023**

A Regional Induction Event for new Members across the East of England is planned for 7 June 2023 at **Homerton College, Hills Road, Cambridge, CB2 8PH** from 10:00 – 15:00 and is being delivered jointly by the LGA and the East of England LGA (EELGA).

This event will introduce newly elected Members to all the support available from both the national LGA and EELGA.

The LGA's Regional Peers will also be attending, there will be speakers on a couple of key topics, opportunities for Members to seek further information and advice to help them navigate their role, plus network with each other, including over lunch.

A more detailed agenda will be advertised nearer the date.

Newly elected members can register using the [online registration form](#).

For further information please contact [Aimee.Wittams-Smith@local.gov.uk](mailto:Aimee.Wittams-Smith@local.gov.uk) or visit <https://www.eelga.gov.uk/>



## Online Training

Elected Members have access to various online and self-study tools to support their personal development.

Some of these target specific roles you may be appointed to e.g. Cabinet Member or Committee Chair. **Once all appointments have been made Democratic Services will contact Councillors to signpost them to the courses available.**

## LGA Councillor Development Tools

The Local Government Association have developed a range of e-learning modules and workbooks specifically for Elected Members. These can be accessed free via <http://www.local.gov.uk/councillor-workbooks>. You need to register for your personal log in details by emailing [elarning@local.gov.uk](mailto:elarning@local.gov.uk) from your West Suffolk Council email account.

Some examples of the training offered are:

- The **Next Generation Programme** offers ambitious and talented councillors an unparalleled political development opportunity – uniquely developed within party political traditions and with party political experts. The Programme equips emerging political leaders with the skills and confidence to be bold champions of local government and progress in their political careers: [Next Generation | Local Government Association](#).
- The **Leadership Academy** is the LGA's flagship development programme for councillors in leadership positions. The programme is recognised by The Institute of Leadership and Management, the UK's leading award winning body for leadership and management.
- '**Leadership Essentials**' is a series of series of programmes and workshops' designed as themed learning opportunities for councillors. Each event concentrates on a specific portfolio area or a specific theme such as licensing, housing, finance, being an effective portfolio holder etc. [Leadership Essentials | Local Government Association](#)
- The **Leaders' Programme** is a new modular cross-party leadership development opportunity designed around the needs of council leaders that have been in post for 5 years or less: [The Leader's programme | Local Government Association](#)
- **Top Team Development** is designed for the council's senior political leadership team to help improve strategic direction and leadership to the council and wider community. [Top team development | Local Government Association](#)

## East of England LGA Training

This training offer is made exclusively to local authorities with an EELGA Membership and is an excellent opportunity to access bespoke in-house training sessions designed to maximise the effectiveness of councils.

Training includes topics such as Chairing Meetings, Public Speaking, Strategic Political Leadership, and more.

A full list available online by following this link: [Member Development Programme \(pagetiger.com\)](#)

If you would like to know more about the training get in touch at [info@eelga.gov.uk](mailto:info@eelga.gov.uk).

## In-house Training

**iLearn** is West Suffolk Council's learning management system (LMS) where a huge online library to enhance your current skillset is available at your fingertips. Course topics cover a range of skills, personal development and much more. You can access it from at work, at home, on the train – wherever there is access to the Internet – and you can dip in and out at your convenience.



**Course library** – find and book tutor led classroom and webinar courses or around 1,000 online courses. You may browse the index on either tab or use the search facility if you are looking for something particular. There are no essential courses in the online library, just copies of them for your information only.



**SmartCafé** – short bites of learning that are artificial intelligence driven so daily training suggestions become increasingly tailored to your personal interest priorities.



**My Record** – here, you can find the following:

- **Records** – these list all the learning objects that you are either currently registered on or have completed in the past.
- **Current** – from here, you can access all the current courses that you are already enrolled on. They will be bookmarked for you.
- **CPD and badges** – Continuing professional development (CPD) points and hours are collected automatically in your CPD Manager and count towards earning bronze, silver and gold badges.
- **Profile** – where you can add a photo and change your password if necessary.
- **SkillCard** – this records everything you have done or uploaded in terms of training and certificates. You can share your SkillCard with others by clicking on 'Share' and entering their email address.

**All Councillors will be set up with an account on iLearn which can be accessed via the Sharepoint intranet Councillor page.**

Some of the online offer of annual mandatory training courses will be undertaken via iLearn.

**Software Training** – West Suffolk Council uses Microsoft software applications such as Teams and Outlook to provide our services. The Council also operates a Sharepoint intranet site as a way of sharing internal information for Members and Officers.

We will provide you guidance on how to access Sharepoint at the welcome/induction day on 10 May 2023.

**We will also be looking to schedule in a number of in-person sessions to cover key topics to help you in your role,** such as:

- How to make and receive calls via Teams
- Taking part in Teams meetings
- Accessing the Sharepoint intranet Councillor pages
- Populating your electronic calendar with meeting dates
- Use of the printers/scanners in the Council offices
- How to access and electronically annotate agenda papers

**Please look out for emails in relation to this which we will send round following the election.**

## Building on your development

Member training will not end after the initial induction programme; a number of the training courses (including those specific to Committee memberships) will be delivered annually, some of which will have the option of an online e-learning course, which could be completed at a time of your choosing.

**All West Suffolk Councillors will have a training record which will be kept continually updated.**

Going forward monthly evening sessions have been scheduled from September onwards. These may be delivered at one of our offices or virtually via Teams, depending on the content.

**Members will be surveyed during the summer to request their views and suggestions of "hot topics" for the sessions from September onwards.**

In the meantime we ask you to make a note of the dates set out below:

Wed 20 Sept 6.00-8.00pm  
Tue 10 Oct 6.00-8.00pm  
Wed 22 Nov 6.00-8.00pm  
Wed 17 Jan 6.00-8.00pm  
Thu 15 Feb 6.00-8.00pm  
Tue 5 March 6.00-8.00pm  
Wed 10 April 6.00-8.00pm  
Mon 20 May 6.00-8.00pm

