

Councillor Training and Development Plan

The Council's Strategic Framework is set out below. Within the draft programme the link between this framework and each of the planned training events is identified in the column with the appropriate reference.

*Reference	Strategic Framework
V1.	<p>Vision – for the borough</p> <p>For Guildford to be a town and rural borough that is the most desirable place to live, work and visit in South East England. A centre for education, healthcare, innovative cutting-edge businesses, high quality retail and wellbeing. A county town set in a vibrant rural environment, which balances the needs of urban and rural communities alike. Known for our outstanding urban planning and design, and with infrastructure that will properly cope with our needs.</p>
<u>Three fundamental themes and nine strategic priorities that support our vision:</u>	
VI1.	<p>Place-making – delivering the Guildford Borough Local Plan and providing the range of housing that people need, particularly affordable homes.</p> <p>Making travel in Guildford and across the borough easier</p> <p>Regenerating and improving Guildford town centre and other urban areas</p>
VI2.	<p>Community – supporting older, more vulnerable and less advantaged people in our community</p> <p>Protecting our environment</p> <p>Enhancing sporting, cultural, community, and recreational facilities</p>
VI3.	<p>Innovation – Encouraging sustainable and proportionate economic growth to help provide the prosperity and employment that people need</p> <p>Creating smart places infrastructure across Guildford</p> <p>Using innovation, technology and new ways of working to improve value for money and efficiency in Council services.</p>
<u>Values for our residents</u>	
VA1.	We will strive to be the best Council.
VA2.	We will deliver quality and value for money services.
VA3.	We will help the vulnerable members of our community.
VA4.	We will be open and accountable.
VA5.	We will deliver improvements and enable change across the borough.
Mission – for the Council	
M1	A forward looking, efficiently run Council, working in partnership with others and providing first class services that give the community value for money, now and in the future.

This plan should

- address development priorities
- set out how, when, where and who is responsible
- take account of access to development opportunities

External Internal

Priority Scale:

High Priority 1-3

Low Priority 4-6

	Training	Method	Approx Duration	Who	Priority	Potential Date	Lead Officer	Vision/ Mission/ Core Value or Strategic Priority*	Cost
Scrutiny & Challenge									
1.	Overview and Scrutiny Process	<p>A number of training sessions have been held to date with John Cade (Institute of Local Government Studies at the University of Birmingham) in relation to the Overview and Scrutiny process following the implementation of the new governance structure in January 2016.</p> <p>The Centre for Public Scrutiny (CfPS) is on the councillors section of the loop to signpost councillors to courses which might be of interest to them: http://www.cfps.org.uk/events/</p> <p>The next O&S refresher training session organised with John Cade is scheduled on Tuesday 18 September 2018. Cost is approx. £800.</p>							
Political Understanding									
2.	Local Government Information Unit	The LGiU run an extensive and popular programme of events, training and seminars. A link is provided on the councillors section of	As defined by Councillors' own time commitments	All Councillors	3	N/A	Committee Services	M1 VA1 VA4	Costs: TBC

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		the loop to signpost councillors to courses which might be of interest to them: http://www.lgiu.org.uk/events/							
3.	E-Learning Distance Resources	<p><u>Learning pool</u> Looking to use learning pool to provide an online e-learning facility whereby councillors can access a number of topics at their own pace:</p> <ol style="list-style-type: none"> 1. Chairing meetings 2. Community Leadership 3. Data Protection 4. Equality and Diversity 5. Social Media 6. Public Speaking Skills 7. Safeguarding Adults 8. Safeguarding Children and Young People 9. Working with the Media 10. Your role as a councillor 	As defined by Councillors	All Councillors	3	N/A	Committee Services	M1 VA1 VA4	£8,000 over two years

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		The LGA has produced a series of distance learning materials, covering a number of topics, in the form of workbooks and e-learning modules. Both resources are aimed at all councillors and will be particularly useful to new councillors: https://www.local.gov.uk/our-support/highlighting-political-leadership/community-leadership/councillor-workbooks							No costs
Regulating and Monitoring									
4.	Planning	Prior to every other planning meeting at 6pm, a bite-sized planning training session is organised and facilitated by planning officers or external providers.	30-45 minutes	Planning Committee members	2	12 Sept 2018 – Proceeds of Crime Training 10 Oct 2018 – Modular Housing	Committee Services	M1 VA5 V13	No costs
5.	Licensing Act 2003 and Taxi Training Refresher	External Provider James Button	2 hours	All Councillors	2	Dates: 2 October 2018 and 22 November 2018	Committee Services	M1 VA5 V13	£925 plus expenses and VAT per course

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	Training								(shared expense with Waverley Borough Council)
Communication									
6.	Broadcast Media Training AM and Using Social Media PM	External Provider ACM Training Richard Uridge	2 hours	All Councillors	2	Date: 31 October 2018 Broadcast Media Training 10am – 4pm Using Social Media 7pm – 9pm	Committee Services	V1 VA4 M1	£2157.60
Local Leadership									
7.	Understanding the demands of the role of councillor	Within Political Group Mentoring within Political Groups	As necessary	All Councillors	1	As and when required by Councillors	Councillors on the Councillors Development Steering Group	D1 M1	Internal Resource No financial cost
8.	Dealing with ward issues	Within Political Group Mentoring within Political Groups	As necessary	All Councillors	2	As and when required by Councillors	Councillors on the Councillors Development Steering Group	D1 M1	Internal Resource No financial cost

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Knowledge of the Council									
9.	Bite-sized Treasury Management Training	Claire Morris Head of Financial Services	2 hours	All Councillors	2	Prior to Corporate Governance and Standards Committee meetings: Date: TBC	Committee Services	VI2 M1 VA2	Internal Resource No financial cost
10.	-Constitution -Meeting Procedures -Rules for Council Meetings	John Armstrong (Democratic Services Manager)	2 hours	All Councillors	3	Date: TBC	Committee Services	V1 VA1 M1	Internal Resource No financial cost
11.	Housing Advice (allocation, management and homelessness)	Phil O'Dwyer (Director of Community Services)	2 hours	All Councillors	2	Date: TBC	Committee Services	V1 VA1 M1	Internal Resource No financial cost