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1. Training to support Members in specific roles

Priorities code

High – important and urgent – delivery by Mar 2021
Medium – important, not urgent – delivery if capacity this year in Members' 2020-21 calendar
Low – not important, not urgent for 2020-21 – review for 2021-2022 programme

Training Need	Course Title	Content	Delivery Mode	Duration	Delivery date	Complementary resources
Modern and political leadership <ul style="list-style-type: none"> Challenges and opportunities for local government Improving leadership capabilities and strategies 	LGA Programmes: <ul style="list-style-type: none"> Leadership Academy One to One Development Sessions COVID-19 Political Leadership Webinars LGA Events (Virtual) Political Leadership Masterclasses Leadership Essentials 	Details in <i>LGA Highlighting Political Leadership - November 2020</i> LGA's brochure about their programmes will be forwarded to members.	Refer to <i>LGA Highlighting Political Leadership - November 2020</i> .	Varies according to programme	Dates in <i>LGA Highlighting Political Leadership - November 2020</i>	Details in <i>LGA Highlighting Political Leadership - November 2020</i> Also LGiU resources.
Skills and knowledge for chairing meetings online	Online Chairing Skills Training for Councillors	<ul style="list-style-type: none"> Techniques for handling agendas and people Communications skills Leadership role Preparation 	Facilitated workshop by SBC Officers and external provider	1½ hour workshop - to be confirmed	After April 2021 Previously delivered in October 2018	<ul style="list-style-type: none"> E-learning modules Workbooks Practice sessions LGiU resources
Skills and confidence in handling media and communications	Working with the Media	<ul style="list-style-type: none"> Develop and enhance interview skills Social and crisis media 	LGA's virtual Media Political Leadership masterclass by Scott Chisholm	5-hours masterclass	LGA to confirm dates availability.	<ul style="list-style-type: none"> E-learning modules Workbooks Practice sessions

Members' Development Programme Schedule – Progress Update for Task & Finish Group 05/11/2020 – Updated 09/12/2020 (notes in red)

Training Need	Course Title	Content	Delivery Mode	Duration	Delivery date	Complementary resources
<ul style="list-style-type: none"> Leading and managing a scrutiny review Chairing scrutiny meetings Increasing participation by members and the public 	Essential training for scrutiny members	<ul style="list-style-type: none"> Scrutiny essentials and good practice Scrutiny during COVID Implementing the recommendations for OSC Work programme ideas for 2020/21 	Facilitated workshop by SBC Officer	1½ hours	1 Jul 2020	<ul style="list-style-type: none"> Documents to support workshop Q&A with officers LGA e-learning and workbooks LGiU resources
Representing communities	Handling casework	<ul style="list-style-type: none"> Casework management arrangements and processes in SBC 	Facilitated virtual workshop by SBC Officers	1-1½ hour workshop	After April 2021	<ul style="list-style-type: none"> LGA workbooks Q&A with SBC officers
Annual mandatory session for Members on Planning Committee	Planning: the role of Members in development management	<ul style="list-style-type: none"> Key Issues Local Plan, Regeneration Framework and Growth Study 5 year land supply 	Facilitated virtual workshop by SBC Officers	1½ hour workshop	26 May 2020 Annual session to be repeated in 2021.	<ul style="list-style-type: none"> Documents to support workshop Q&A with officers
Annual mandatory session for Members on Licensing Committee	Licensing: the importance of decision making	Licensing Functions, Roles, Hearings, Decision Making, Options, Appeals, National and Statutory Guidance, Case Law.	Facilitated virtual workshop by SBC Officers	1½ hour workshop	4 Jun 2020 Annual session to be repeated in 2021.	<ul style="list-style-type: none"> Member Training Support Manual' Q&A with officers

2. Induction for new and re-elected Members

Priorities code

High – important and urgent – delivery by Mar 2021
Medium – important, not urgent – delivery if capacity this year in Members' 2020-21 calendar
Low – not important, not urgent for 2020-21 – review for 2021-2022 programme

Training Need	Course Title	Content	Delivery Mode	Duration	Delivery date	Complementary resources
Welcome and introduction to Slough Borough Council	Introduction to Slough Borough Council <i>Themes will be covered by Our Futures seminar for all members.</i>	<ul style="list-style-type: none"> Chief Executive's introduction Our Futures, Vision & Values <i>Members/Officers introductions..</i> 	<i>Mix of information, learning and social with 'fun' exercises</i>	1 - 1½ hours. <i>Bitesize sessions.</i>	<i>Our Futures seminar: 3 Feb 2021</i>	<ul style="list-style-type: none"> Documents to support seminar <i>Exercises to build relationships</i>
Understanding Local Government and getting to know SBC	Introduction to Local Government and SBC <i>Themes will be covered by Governance and Code of Conduct seminar for all members.</i>	<ul style="list-style-type: none"> What councils do How is LG organised Devolution, how are decisions made, the constitution. agendas and minutes, defamation and privilege The council workforce 	Facilitated virtual workshop by SBC Officers <ul style="list-style-type: none"> <i>Hugh Peart on the Code</i> <i>Alex Polack Governance and Member / Officer relationships</i> 	1½ hour workshop	<i>Governance and Code of Conduct seminar: 9 Mar 2021</i>	<ul style="list-style-type: none"> Documents to support workshop Q&A with officers LGA e-learning and workbooks LGiU resources
The Councillor's Code of Practice	The Councillor's Code of Practice <i>Part of Governance and Code of Conduct seminar for all members.</i>	<ul style="list-style-type: none"> Key elements of the code Role of Monitoring Officer Breaching the code 	Facilitated virtual workshop by SBC Monitoring Officer, Hugh Peart	<i>Bitesize session</i>	<i>Governance, and Code of Conduct seminar: 9 Mar 2021</i>	<ul style="list-style-type: none"> Documents to support workshop LGA e-learning and workbooks

Members' Development Programme Schedule – Progress Update for Task & Finish Group 05/11/2020 – Updated 09/12/2020 (notes in red)

Training Need	Course Title	Content	Delivery Mode	Duration	Delivery date	Complementary resources
Understanding Local Government Finance	Understanding Local Government Finance Seminar for all members.	<ul style="list-style-type: none"> How local government finance works Funding sources, constraints and controls Understanding financial strategy and budgets 	Virtual seminar by external trainer (Ian Fifield) followed by monthly refresher briefings by SBC Officers	2-hour introductory workshop 3 X 30 minute monthly briefings	15 Dec 2020 confirmed 27 Jan 2021 17 Feb 2021 17 Mar 2021	<ul style="list-style-type: none"> Documents to support workshop LGA e-learning and workbooks LGiU resources SBC briefing notes
Understanding Children's Services, Education and Training	Children's Safeguarding Members' briefing	<p>Responsibilities for safeguarding vulnerable children and young people in Slough.</p> <p>Under development with Michael Jarrett and Johnny Kyriacou – Associate Directors from Children's Services, Education and Training</p>	Facilitated virtual workshops by SBC Officers and partners – confirmed	Bitesize seminar / briefing up to 1 hour.	2 Feb 2021	<ul style="list-style-type: none"> Documents to support workshop LGA e-learning and workbooks
Understanding Adult Social Care and Health	Adult Safeguarding Members' briefing (before April 2021) And with New Liberty Protection Safeguards (after May 2021)	<p>Responsibilities for safeguarding vulnerable adults.</p> <p>Under development with Martin Elliott, Jane Hitching and Betty Lynch from Adult Social Care.</p>	Facilitated virtual workshops by SBC Officers and partners – confirmed	Bitesize seminar / briefing up to 1 hour.	Adult Safeguarding 16 Feb 2021 Repeated after May' 21 with Liberty Protection Safeguards	<ul style="list-style-type: none"> Documents to support workshop LGA e-learning and workbooks

Members' Development Programme Schedule – Progress Update for Task & Finish Group 05/11/2020 – Updated 09/12/2020 (notes in red)

Training Need	Course Title	Content	Delivery Mode	Duration	Delivery date	Complementary resources
Health & safety roles and responsibilities	Introduction to Health & Safety for Councillors	Roles and responsibilities. Under development with Robin Pringle and Vicki Swift	Briefing from H&S Officers • TBC	Bitesize briefing up to 1 hour	22 Feb 2021 (TBC)	<ul style="list-style-type: none"> Documents to support workshop
Access to information	Data & Information Security Briefing for Members	Introduction to FOI, Information Security and Data Protection for Councillors Under development with Vijay McGuire	Briefing from SBC Officers • Jane Ward • Alex Cowen	Bitesize briefing up to 1 hour	17 Dec 2020	<ul style="list-style-type: none"> Documents to support workshop Briefing notes
Skills and confidence for managing ward and case work	Handling Casework	To be developed with Finbar McSweeney	Briefing from SBC Officers	1-hour briefing – tbc.	After April 2021 – date tbc	<ul style="list-style-type: none"> Documents to support workshop LGA workbooks
Skills and confidence for IT applications and devices	Introduction to Outlook, MS applications and Office 365 when it is released.	To be developed with IT Officers. Alex Cowen to advise	One-to-one and group support from SBC officers and external IT training providers. • Alex Cowen to advise	Variable	From Dec 2020	<ul style="list-style-type: none"> Online and hard copies of training manuals to support applications

3. Refreshers for more experienced Members

Priorities code

High – important and urgent – delivery by Mar 2021
Medium – important, not urgent – delivery if capacity this year in Members' 2020-21 calendar
Low – not important, not urgent for 2020-21 – review for 2021-2022 programme

Training Need	Course Title	Content	Delivery Mode	Duration	Delivery date	Complementary resources
Keeping up-to-date with council strategy, values and direction	Themes will be covered by <i>Our Futures</i> seminar for all members.	<ul style="list-style-type: none"> Chief Executive's introduction Our Futures, Vision & Values Members/Officers introductions.. 	Mix of information, learning and social with 'fun' exercises	1 - 1½ hours. Bitesize sessions.	<i>Our Futures</i> seminar: 3 Feb 2021	<ul style="list-style-type: none"> Documents to support seminar Exercises to build relationships
Keeping up-to-date with Council Tax Support Scheme, Universal Credit and Financial support and debt advice issues.	Refresher seminar: Helping people and places to thrive To be developed with Associate Directors.	<ul style="list-style-type: none"> Council Tax Support Scheme Universal Credit Financial support and debt advice 	Briefings and workshops from SBC Officers	To be confirmed	Jan-Mar 2021 – dates tbc.	Documents to support briefings and seminars.
Keeping up-to-date with Community Development Work issues.	Refresher seminar: Community Development Work. To be developed with Associate Directors.	<ul style="list-style-type: none"> Community Development Transformation agenda Members and Officers working together. 	Briefings and workshops from SBC Officers	To be confirmed	After April 2021	Documents to support briefings and seminars.
Keeping up-to-date with the customer experience	Refresher seminar: The customer experience To be developed with Associate Directors.	<ul style="list-style-type: none"> Improving the customer experience Operating model design 	Briefings and workshops from SBC Officers	To be confirmed	After April 2021	Documents to support briefings and seminars.

Training Need	Course Title	Content	Delivery Mode	Duration	Delivery date	Complementary resources
Keeping up-to-date on issues related to Councils and the environment:	Refresher seminar: Councils and the environment To be developed with Associate Directors.	<ul style="list-style-type: none"> • Planning, The Local Plan • Housing, Homelessness • Waste, climate change • Transport, highways, traffic • Public transport, road safety 	Briefings and workshops from SBC Officers	To be confirmed	Jan-Mar 2021 – dates tbc.	Documents to support briefings and seminars.
Keeping up-to-date on issues related to safer, stronger communities:	Refresher seminar: Safer, stronger communities To be developed with Associate Directors.	<ul style="list-style-type: none"> • Community safety partnerships • Crime and disorder, police and crime panels • Domestic abuse, anti-social behaviour • Community cohesion • Modern slavery • Public protection • The voluntary and community sector 	Briefings and workshops from SBC Officers	To be confirmed	Jan-Mar 2021 – dates tbc.	Documents to support briefings and seminars.
Keeping up-to-date on issues related to Councils and the economy:	Refresher seminar: Councils and the economy To be developed with Associate Directors.	<ul style="list-style-type: none"> • Supporting town centres • Employment and skills 	Briefings and workshops from SBC Officers	To be confirmed	Jan-Mar 2021 – dates tbc.	Documents to support briefings and seminars.

Training Need	Course Title	Content	Delivery Mode	Duration	Delivery date	Complementary resources
Keeping up-to-date on issues related to safeguarding vulnerable communities in Slough:	Children's Safeguarding briefing. Adult Safeguarding and New Liberty Protection Safeguards..	<ul style="list-style-type: none"> Safeguarding Children and Corporate Parenting Safeguarding Adults New Liberty Protection Safeguards. 	Briefings and workshops from SBC Officers and partners - confirmed	Bitesize seminar / briefings up to 1 hour	Children's Safeguarding 2 Feb 2021 Adult Safeguarding 16 Feb 2021	Documents to support briefings and seminars. LGA e-learning and workbooks
Keeping up-to-date on The Councillor's Code of Practice	Refresher on The Councillor's Code of Practice <i>Part of Governance and Code of Conduct seminar for all members.</i>	<ul style="list-style-type: none"> Key elements of the code Role of Monitoring Officer Breaching the code 	Facilitated virtual workshop by SBC Monitoring Officer, Hugh Peart	Bitesize session	<i>Governance, and Code of Conduct seminar: 9 Mar 2021</i>	<ul style="list-style-type: none"> Documents to support workshop LGA e-learning and workbooks
Keeping up-to-date on finance and council budget issues	Understanding Local Government Finance <i>Seminar for all members</i>	<ul style="list-style-type: none"> Understanding budgets Funding sources, constraints and controls Financial strategy and budgets 	Virtual seminar by external trainer (<i>Ian Fifield</i>) followed by monthly refresher briefings by SBC Officers	2-hour introductory workshop 3 X 30 minute monthly briefings	15 Dec 2020 confirmed <i>27 Jan 2021 17 Feb 2021 17 Mar 2021</i>	<ul style="list-style-type: none"> Documents to support workshop LGA e-learning and workbooks LGiU resources SBC briefing notes
Keeping up-to-date with equality & diversity issues:	Equality & Diversity Briefing	<ul style="list-style-type: none"> Equality, Diversity and Human Rights Community cohesion 	Facilitated virtual briefing by SBC Equality & Diversity Officer, Christine Ford.	Bitesize briefing up to 1 hour	<i>27 Jan 2021</i>	<ul style="list-style-type: none"> Documents to support briefing

Training Need	Course Title	Content	Delivery Mode	Duration	Delivery date	Complementary resources
Keeping up-to-date on issues related to working effectively with partners in localities	Refresher seminar: Working effectively with partners in localities Associate Directors developing	Working effectively with partners in localities	Briefings and workshops from SBC Officers	To be confirmed	After April 2021	<ul style="list-style-type: none"> Documents to support seminar
Prevent updates	Prevent - keeping everyone safe from terrorism and radicalisation	<ul style="list-style-type: none"> Counter Terrorism Strategy CONTEST Review of Prevent Myths and conspiracy theories. Referral process and support. Role of the Channel Panel. 	Facilitated virtual briefing by SBC Prevent Officers: <ul style="list-style-type: none"> Naheem Bashir, Prevent Manager Rabena Sharif, Prevent Education Officer 	Bitesize briefing up to 1 hour	16 Dec 2020	<ul style="list-style-type: none"> Documents to support briefing

4. Soft Skills for all Members

Priorities code

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Medium – important, not urgent – delivery if capacity this year in Members' 2020-21 calendar
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Training Need	Course Title	Content	Delivery Mode	Duration	Delivery date	Complementary resources
Skills and confidence for effective online and offline communication: To be commissioned for delivery by external trainers.	Titles for 3 courses: 1. Public speaking and presentations skills 2. Working with local media and social media, dealing with community pressures 3. Difficult conversations	Related to course titles: 1. Public speaking and presentations skills 2. Working with local media and social media, dealing with community pressures 3. Difficult conversations	Facilitated virtual workshops by external providers	To be confirmed	Jan-Mar 2021 – dates tbc.	<ul style="list-style-type: none"> Documents to support workshop LGA e-learning and workbooks LGiU resources
Skills and understanding for effective member-officer relations	Understanding member-officer relations Part of Governance and Code of Conduct seminar for all members.	<ul style="list-style-type: none"> LGA Peer Review Council's general communication routes with members. 	Seminar by Alex Polack, Head of Democratic Services.	Bitesize session	Governance, and Code of Conduct seminar: 9 Mar 2021	<ul style="list-style-type: none"> Documents to support sessions
Skills and understanding for Making Every Contact Count (MECC)	Making Every Contact Count (MECC) for Councillors	Public Health team developing course content	Facilitated virtual workshops by Public Health teams	To be confirmed	After April 2021	Documents to support sessions

Training Need	Course Title	Content	Delivery Mode	Duration	Delivery date	Complementary resources
General	Titles for 2 courses: 1. Dealing with enquiries – toolkits 2. Galvanising community input and responsibility	Related to course titles: 1. Dealing with enquiries – toolkits 2. Galvanising community input and responsibility	Facilitated virtual workshops by internal officers and external partners	To be confirmed	After April 2021	Documents to support sessions
Member resilience	Titles for 2 courses: 1. Mindfulness tools 2. Health & wellbeing and Active Movement	Related to course titles: 1. Mindfulness tools 2. Health & wellbeing and Active Movement	<ul style="list-style-type: none"> Members invited to group Mindfulness sessions Facilitated virtual 'Active Movement' briefing by Public Health team 	To be confirmed	After April 2021	Documents to support sessions
First Aid skills for emergencies	Emergency First Aid Training – Cancel. Advised by Health & Safety we are not responsible for members' first aid training.	Core set of emergency lifesaving skills	Facilitated workshop by First Aid Training specialists.	6-hours	After April 2021	Documents to support sessions

Appendix A: Budget Spend 2020/2021, Estimated Forecast

Topic	Provider	£ Amount
Introduction to Local Government Finance	External Ian Fifield	£700 per session Total £700
Bespoke Finance Training for Opposition Members (to be confirmed)	External Ian Fifield	£700 per session Total £700
Communication skills <ul style="list-style-type: none"> Public speaking and presentations skills Working with local media and social media, dealing with community pressures Difficult conversations 	External providers	£4k-£6k approx
Modern and political leadership LGA Programmes <ul style="list-style-type: none"> Leadership Academy One to One Development Sessions COVID-19 Political Leadership Webinars LGA Events (Virtual) Political Leadership Masterclasses Leadership Essentials 	Further details in <i>LGA Highlighting Political Leadership - November 2020</i> See document attached	<ul style="list-style-type: none"> Leadership Academy, 1st place £1,000, each subsequent place £1,250 Leadership Essentials – Up to £250 and some are subsidised Further details in <i>LGA Highlighting Political Leadership - November 2020</i> Estimate £2k - £3k
External seminars and conferences <ul style="list-style-type: none"> Including Emergency First Aid (cancelled) 	External providers LGiU and LGA First Aid Training Companies	£1k (revised estimate due to COVID)
		Total estimated spend to March 2021 £8k - £12k

Appendix B: Calendar View of 2020/2021 Schedule (NB: this is work in progress)

December 2020

Date	Course / Seminar / Briefing	Lead Presenters / Facilitators
15 th	Understanding Local Government Finance	Ian Fifield, external trainer
16 th	Prevent - keeping everyone safe from terrorism and radicalisation	Naheem Bashir and Rabena Sharif
17 th	Data & Information Security Briefing for Members	Jane Ward and Alex Cowen

January 2021

Date	Course / Seminar / Briefing	Lead Presenters / Facilitators
27 th	Equality & Diversity Briefing	Christine Ford
27 th	Finance briefing (1/3 monthly briefings)	Jo Knight and Finance colleagues

February 2021

Date	Course / Seminar / Briefing	Lead Presenters / Facilitators
2 nd	Safeguarding Children	Michael Jarret and Johnny Kyriacou
3 rd	Our Futures, Vision and Strategy	Hosted by Josie Wragg
16 th	Safeguarding Adults	Martin Elliott, Jane Hitching, Betty Lynch
17 th	Finance briefing (2/3 monthly briefings)	Jo Knight and Finance colleagues
22 nd (TBC)	Introduction to Health & Safety	TBC

March 2021

Date	Course / Seminar / Briefing	Lead Presenters / Facilitators
9 th	Governance and Code of Conduct	Hugh Peart and Alex Polack
17 th	Finance briefing (3/3 monthly briefings)	Jo Knight and Finance colleagues