

LET'S DEVELOP



BURY COUNCIL'S MEMBER DEVELOPMENT OFFER 2022-2023

Member Name:

Year:

Political Group

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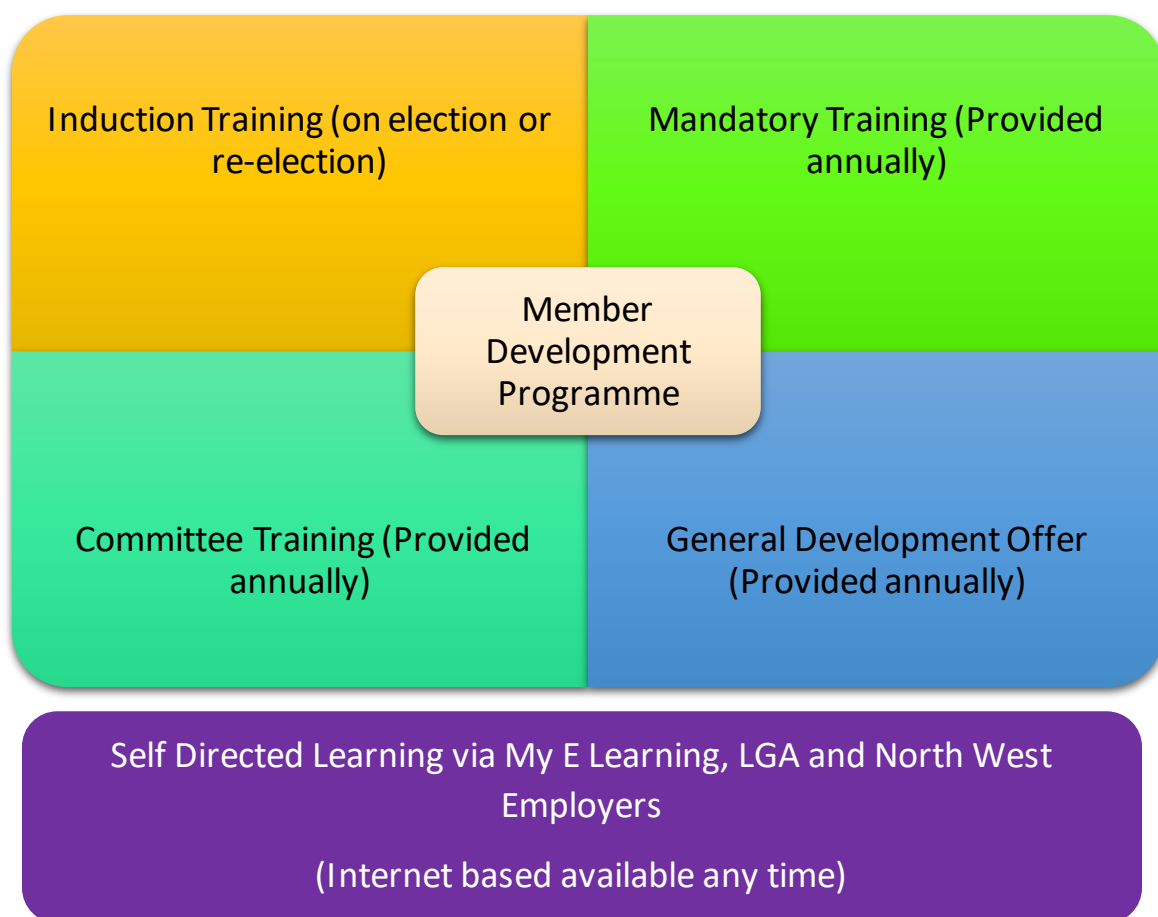
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Introduction

In enabling Elected Members to undertake their roles, Democratic Services, supported by the Executive Team want to ensure all Councillors are supported to;

- represent the views of their communities
- improve and shape services for the future
- be outstanding community leaders and,
- be advocates for the Council.

The Council provides training support in the following ways:



This programme provides details of the whole training offer to elected members.

Induction

All members on election (newly elected or re-elected) will be invited to attend a Councillor Induction session. Newly elected members will be asked to complete mandatory training modules, see below.

Workshop/training events will be scheduled, and elected members will be provided with details of dates, times and venues. Training may also be scheduled throughout the municipal year as needs are identified or at Members’ request. Placeholders for training will be held in the meetings timetable agreed in March for commencement in May.

Below is an outline of what to expect in each cycle of the year.

Workshop / Training Events

Approx Timescale	Mandatory / Optional	Session
Cycle 1 May - June	Mandatory	Read through and complete paperwork as set out in the member handbook
	Mandatory	Sign Register of Interests and Acceptance of Office
	Optional	Attend member induction
	Optional	Introduction to the Council Constitution
	Optional	Introduction to Council Directorates
	Mandatory	Code of Conduct
	Mandatory	Safeguarding & Sexual Exploitation
	Optional	Service Planning & Finance
	Optional	Council Finance and Budgeting
	Mandatory	Attend core training for any Committee’s or meeting you may now be a member on including: Planning Licensing HRA Scrutiny Audit
Optional	Attend Mock Council	
Cycle 2 July-Sept	Optional	Attend a Member Casework Briefing
	Optional	Attend Microsoft Training (Microsoft 365)
	Optional	Attend a Finance – General Overview Session

	Optional	Admissions Training/ Briefing
Cycle 3 Sept- Oct	Mandatory	Inclusion Training
	Optional	RSPH Course
	Mandatory	Information Governance Training
Cycle 4 Nov-Dec	Mandatory	Election/Purdah Training
Cycle 5 Jan-Feb	Optional	Attend Finance – Budget Overview
Cycle 6 March- May		

Online Learning

The following online learning modules are available to support Councillor induction, further details on how to access e-learning is available in the online/self-directed learning section of this handbook.

Approx Timescale	Duration	Mandatory / Optional	Session
Cycle 1 May - June	30 Minutes	Mandatory	Corporate Parenting
	180 Minutes	Mandatory	Bury Council UK GDPR Suite
	75 Minutes	Mandatory	Equality and Diversity Training
	60 Minutes	Optional	Corporate Induction Bury Council This course is intended to be completed by all new staff who join Bury Council.
	15 Minutes	Mandatory	Safeguarding Adults at Risk (Bury Council)
Cycle 2 July-Sept	Varied	Optional	Safeguarding courses: https://courses.buryscbglobal.net/AvailableCoursesList.asp
	30 Minutes	Mandatory	Personal Safety: Lone Worker

Cycle 3 Sept/Oct	15 Minutes	Mandatory	Accessible Information Standard - Bury Council
	15 Minutes	Optional	An Introduction To Civil Contingencies For Elected Members
Cycle 4 Nov-Dec	15 Minutes	Optional	The Bury Directory
	90 Minutes	Mandatory	Care Act - Introduction and Overview
	15 Minutes	Optional	Autism Awareness - Bury Council
Cycle 5 Jan-Feb	15 Minutes	Optional	Head in the sand? - Tackling difficult conversations
	45 Minutes	Optional	LGBT Awareness
Cycle 6 March- May			

For Member Development Support at all times:

In house Member Support	Support available to all Elected Members through Democratic Services Mayoral and Member Officer
Online Training	https://melearning.university/course_centre on the Councils intranet where hundreds of courses can be accessed.

Our vision

To stand out as a place that is achieving faster economic growth than the national average and lower than national average levels of deprivation.

LET's do it! vision and values

To stand out as a place that is achieving faster economic growth than the national average and lower than national average levels of deprivation.

- **Local** – community approach to engaging with people how and where they live, to agree priorities and collaborate on delivery.
- **Enterprise** – to drive inclusive economic growth through our business community; the education and skills sector; spatial development plans and spirit of our people.
- **Together** – working with communities through joined-up public services, inclusive decision-making and digital connectivity.
- **Strengths** – Recognising the assets and strengths of communities and targeting resources at areas of greatest need.

The Council's Let's Do It Principles compliment the training offer and the Member support provided to all Elected Members.

Let's Do It identifies 5 key roles for the Ward Councillor:

The role of the Ward Councillor

- **Convenor**
 - Bringing groups together and encouraging collaboration, especially to drive diversity of representation
- **Intelligence sharer**
 - Share information to enable others to get stuff done
- **Supporter**
 - Encourage people to contribute & do what matters most to them
- **Questioner**
 - Support people to ask about what matters to them and get answers that will make a difference in their communities
- **Bridge builder**
 - A bridge between the council, community voices and other organisations to build relationships and deliver results

Mandatory Training

The following training is mandatory for all elected members and is monitored by Group Leaders, Democratic Services and the Member Development Group.

When	Type of Training	Session
New Members on induction and refresher training every 2 years	As part of member induction or as a workshop	Code of Conduct
Every year	Workshop or E-learning	Safeguarding & Sexual Exploitation
Every year	E-Learning or in person	Corporate Parenting
Every year	E-Learning or in person	Equality, Inclusion and Diversity

Regulatory Training

Elected Members must complete training as a Member of a regulatory committee, this training must be completed in advance of attendance at their first meeting. Training must be completed annually.

Session	Who	Year 1	Year 2, 3, 4
Planning Committee Training	Appointed members and/or substitute members	Workshop or E-learning	Competency Quiz
Regulation & Review Committee Training (including panels)	Appointed members and/or substitute members	Workshop or E-learning	Competency Quiz
Licensing Committee Training (including panels)	Appointed members and/or substitute members	Workshop or E-learning	Competency Quiz
Audit Committee	Appointed Members	Workshop	Competency Quiz
Standards Committee	Appointed Members	Training led by the Monitoring Officer prior to first meeting	Attend annually

Annual General Member Development Offer

This programme offers general development and training to support Councillors in their roles. The Cabinet Member for Corporate Affairs and HR will lead on this work and progress will be reported to Group Leaders and their representatives at meetings of the Member Development Group.

2022/23 Member Development Programme includes:

- Sessions to support the development of effective Scrutiny
- Committee specific training to support the delivery of committee work programmes
- ICT familiarisation to support elected members with new ICT initiatives
- Leadership development programmes tailored to the needs of Cabinet and senior political roles. Programmes to be identified according to need and will include internal and external training workshops.

Training sessions will be scheduled throughout the year avoiding committee dates/times.

Online/Self Directed Learning

In addition to the above programmes Elected Member have access to various online and self-study tools to support their personal development.

What's Available:

Bury Council My E-Learning – This is the Council's dedicated online learning platform where you can get access to a range of e-learning modules written specifically for Councillors and Employees.

All Councillors are registered with Bury Council E-Learning and your login details can be obtained by emailing psd@bury.gov.uk or calling 0161 253 6808

You can access Bury Council E-Learning via any computer with internet access via this link:

[Login - Bury Council e-Learning \(melearning.university\)](https://buryc.melearning.university/) or <https://buryc.melearning.university/user/login>.

Further guidance on accessing Bury Council E-Learning is at the end of this section.

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:

[New councillor hub | Local Government Association](https://www.local.gov.uk/our-support/leadership-workforce-and-communications/new-councillor-hub) or www.local.gov.uk/our-support/leadership-workforce-and-communications/new-councillor-hub.

You need to create an account to access the courses by completing this form: [Create new account | Local Government Association](https://www.local.gov.uk/user/register) or www.local.gov.uk/user/register. Further guidance on how to access this service is available at the end of this section.

The LGA also offer Highlighting Political Leadership events and programmes which Councillors are encouraged to attend if they are in or may take up leadership positions.

Visit the LGA website for the latest Highlighting Political Leadership events and programmes <https://www.local.gov.uk/our-support/highlighting-political-leadership>

North West Employer Development Tools

As a member of North West Employers, you have access to a range of resources, information, guides and webinars that you can use.

North West Employers offer a Charter for Elected Member Development along with supporting documents on developments and self assessment.

Information on resources available can be found here:

[Resources - NW Employers](#) or <https://nwemployers.org.uk/resources/>

Bury Council's E-Learning

This learning system can be accessed and used by Bury Council employees and Councillors. The link below, provides access to the modules available to Bury Council staff and Elected Members https://buryc.melearning.university/course_centre

Log into the site and search the course catalogue. Some modules have been authored in-house, some sourced from partner organisations.

Resource	Where	Primary Audience
Introduction To Islam - Bury Council	Course centre - Bury Council e-Learning (melearning.university)	Elected Members & Employees
An Introduction To Civil Contingencies		Employees
An Introduction To Civil Contingencies For Elected Members		Elected Members
JESIP Awareness		Employees
Managing Conflict - Bury Council		Elected Members & Employees
Transgender Awareness - Bury Council		Elected Members & Employees
Waste Collection E-Learning		Elected Members & Employees
Corporate Parenting - Bury Council		Elected Members & Employees
We Need To Talk About Suicide		Elected Members & Employees
Minute Taking		Employees
Embracing Change - Bury Council		Employees
Recycle For Greater Manchester		Employees
A Guide To Bury Virtual School		Elected Members & Employees
The Armed Forces Covenant For Front Line Workers		Elected Members & Employees
Employee Review Briefing For Managers 2021		Employees
Outcome Based Management - Bury Council		Employees
Corporate Induction (V8 Bury Council)		Elected Members & Employees
Constructive Feedback (Bury Council)		Employees
Improve Your Employability (Bury Council)		Employees

Jewish Cultural Awareness (Bury Council)		Elected Members & Employees
Climate Change - Bury Council		Elected Members & Employees
Questioning Techniques and Active Listening (Bury Council)		Elected Members & Employees
Interview Skills (Bury Council)		Elected Members & Employees
Record Keeping (Bury Council)		Employees
Safeguarding Adults at Risk (Bury Council)		Elected Members & Employees
E-Mail Stress (Bury Council)		Employees
Making Every Contact Count - Introduction To Behaviour Change - Bury Council		Employees
Accessible Information Standard - Bury Council		Elected Members & Employees
Beating Stress and Building Resilience (Bury Council)		Employees
Quick Mail Merge Using Word 2003 - Bury Council		Employees
Confident and Effective Performance Management (Bury Council)		Employees
Unit4 Requisitioner		Employees
Unit4 Authoriser		Employees
The Bury Directory		Elected Members & Employees
How To Write Job Descriptions - Bury Council		Employees
Driving For Work - Bury Council		Employees
Dementia Friends - Bury Council		Elected Members & Employees
Autism Awareness - Bury Council		Elected Members & Employees
Care Act - Introduction and Overview		Elected Members & Employees
Assessment and Approval of Foster Carers		Employees
Mental Health, Dementia and Learning Disability (Awareness) - for Health and Social Care		Employees
Care Act - Care and Support Planning		Employees
Child Sexual Exploitation - Level 1		Employees
Coaching Skills		Elected Members & Employees

Common Assessment Framework (CAF or Early Help)		Employees
Deprivation of Liberty Safeguards (DoLS)		Employees
Developing Team Trust		Employees
Diabetes (Awareness)		Elected Members & Employees
Effective Communication with Children and Families		Employees
Emotional Abuse		Employees
Online Safety - Risks to Children		Employees
Fluids and Nutrition - for Health and Social Care		Employees
Framework for the Assessment of Children and their Families		Employees
Growing your Team to High Performance		Employees
Honour-Based Violence and Forced Marriage		Employees
Understanding Child Development		Employees
Infection, Prevention and Control - for Health and Social Care		Employees
Influencing to Win Win		Employees
Information Sharing and Consent - for People Working with Children		Employees
Lead Professional		Employees
Leading a Meeting		Elected Members & Employees
Medication Awareness and Safe Handling of Medicines		Employees
Mental Capacity Act		Elected Members & Employees
Multi-Agency Working		Employees
NHS Continuing Healthcare		Employees
Palliative Care and End of Life Care		Employees
Physical Abuse		Employees
Privacy and Dignity - for Health and Social Care		Employees
Private Fostering		Employees
Reablement		Employees
Safeguarding Against Radicalisation - The Prevent Duty		Elected Members & Employees
Safeguarding Children - Level 1		Employees

Safeguarding Children with Disabilities		Employees
Setting Performance Expectations		Employees
Solving Problems: Definition to Options		Employees
Thinking Creatively		Employees
Work in a Person Centred Way - for Health and Social Care		Employees
Teenage Pregnancy		Employees
Eating Disorders		Employees
Epilepsy Awareness		Employees
Dementia Awareness		Elected Members & Employees
Understand your Role - for Health and Social Care		Employees
Duty of Care - for Health and Social Care		Employees
Equality and Diversity - for Health and Social Care		Employees
Effective Communication - for Health and Social Care		Employees
Safeguarding Adults (Awareness) - for Health and Social Care		Employees
Basic Life Support (BLS) - for Health and Social Care		Employees
Handling Information - for Health and Social Care		Employees
Personal Safety: Lone Worker		Elected Members & Employees
Hidden Harm: Parental Substance Misuse, Parental Mental Ill-Health and Domestic Abuse		Employees
Fire Safety Awareness		Elected Members & Employees
Food Safety and Hygiene Level 2		Employees
Safeguarding Children in Sport		Employees
Parkinson's Disease Awareness		Elected Members & Employees
Falls and Fracture Prevention in the Elderly		Employees
Stroke Awareness		Employees
Loss and Bereavement		Employees
Safer Recruitment		Employees
Control of Substances Hazardous to Health (COSHH)	Employees	

Food Safety and Hygiene Essentials		Employees
Handling Violence and Aggression at Work		Employees
Manual Handling		Employees
Neglect		Employees
Health and Safety in the Workplace		Employees
Risk Assessment in the Workplace		Employees
Understanding Behaviour of Children and Young People		Employees
Domestic Abuse and Intimate Partner Violence		Employees
Customer Service - Angry Customers (Engage in Learning)		Employees
Working with Display Screen Equipment		Elected Members & Employees
People Skills		Elected Members & Employees
Environmental Awareness		Elected Members & Employees
Managing Teams		Elected Members & Employees
Stress in the Workplace		Elected Members & Employees
Customer Service		Employees
Fighting Fraud in Local Government		Employees
Safeguarding Adults - Level 2		Employees
Care Act - Information and Advice		Elected Members & Employees
Autism Awareness		Elected Members & Employees
Care Certificate Assessor Training		Employees
Care Certificate - Digital Learning Suite		Employees
Food Allergy Awareness		Employees
Child Sexual Exploitation - Level 2		Employees
Bullying and Cyberbullying		Employees
Online Safety for Parents and Carers		Employees
Sexual Abuse and Recognising Grooming		Employees
Female Genital Mutilation		Employees
First Aid		Elected Members & Employees

Legionella and Legionnaires' Disease Awareness		Employees
Counter Terrorism		Employees
DriveAware		Employees
Human Trafficking and Modern Day Slavery		Employees
Moving and Positioning of Individuals		Employees
Asbestos Awareness (MEL)		Employees
Self-Esteem and Assertiveness - Boost your Confidence in the Workplace		Employees
Age		Employees
Setting Objectives		Employees
Making Objectives Happen		Employees
Thriving in Change		Employees
Working in Teams		Elected Members & Employees
Collaborative Working		Elected Members & Employees
Delegation Skills		Elected Members & Employees
Effective Time Management		Employees
Disability Awareness		Elected Members & Employees
Head in the sand? - Tackling difficult conversations		Elected Members & Employees
Driver Safety		Employees
Financial Management and Budgeting		Employees
LGBT Awareness		Elected Members & Employees
Ambiguity		Employees
Managing Change		Elected Members & Employees
Equality and Diversity		Elected Members & Employees
Introduction to Project Management		Employees
Safeguarding Adults - Level 1		Employees
Safeguarding Adults - Level 2		Employees
An Introduction to Managing Health and Safety		Employees
Unconscious Bias		Employees
Loneliness and Isolation		Elected Members & Employees
Gangs and Youth Violence		Employees
Cultural Awareness in Safeguarding		Elected Members & Employees

Basic Life Support (BLS)		Employees
Gypsy and Traveller Cultural Awareness (FFT Bespoke)		Elected Members & Employees
New and Expectant Mothers		Employees
Self-Harm		Employees
Missing Children		Employees
Keeping Good Records		Elected Members & Employees
Working at Height		Employees
Future ways of working		Elected Members & Employees
Managing Virtual Teams		Elected Members & Employees
Hate Crime		Employees
Bury Council UK GDPR Suite		Elected Members & Employees

Accessing LGA Councillor Development Tools

The Local Government Association offers a wide range of development resources to Councillors.

How to access Councillor Workbooks

- You will need a computer with internet access
- Go to the following website www.lga.gov.uk
- Click 'Our Support' then 'Leadership, Workforce and Communication'
- If you then scroll down you see 'Councillor Development'
 - The page details a list of resources available Click Distance Learning Resources A list of Councillor Workbooks are available: How to access Councillor LGA e-learning Follow the instructions as above Click Distance Learning Resources

Councillor E-Learning can be found here:

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

The following modules are available:

- Audit committees (an introduction)
- Biodiversity for councils
- Commissioning council services
- Community engagement and leadership
- Corporate parenting
- Councillor Code of Conduct
- Councillor induction
- Economic development
- Equality, diversity and inclusion
- Facilitation and conflict resolution
- Handling intimidation
- Holding council meetings online
- Influencing skills
- Licensing for councillors
- Local government finance
- Planning
- Police and crime panels
- Scrutiny for councillors
- Stress management and personal resilience
- Supporting mentally healthier communities
- Supporting your constituents with complex issues
- The effective ward councillor
- UK General Data Protection Regulation (GDPR).

Accessing Northwest Employer Councillor Development Tools

Community Leadership

Northwest Employers offer a range of support covering the full lifecycle of a councillor, including services around political leadership, personal development as well as scrutiny and governance. Underpinned by the 21st century councillor research and complemented by their Councillor Charter.

Councillor Induction Programme

Their regional councillor induction programme provides newly elected Councillors with a real-life introduction to the role.

This interactive programme is conversational and provides answers to questions that other Councillors may wish they had known at the start of their political careers.

North West Charter for Councillor Development

At the heart of any council dedicated to meeting the needs of its community there will also be a commitment to the development of its Councillors. This core principle underpins the North West Member Development Charter.

Using an established framework, councils undertake a self-assessment to review their good practice supporting and developing councillors to fulfil the vital role they play working with and supporting local communities; before a formal assessment process which is carried out by one of our team and a member of our Executive Board.

To access this information please contact our Mayoral and Member Support Officer (contact details can be found at the end of this booklet)

Contact us!

Mayoral and Member Support Officer – Andrea Tomlinson	A.J.Tomlinson@bury.gov.uk
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ICT Service Desk	0161 253 5050
Bury Council E-Learning	psd@bury.gov.uk 0161 253 6808
LGA	Email: info@local.gov.uk Telephone: 020 7664 3000
North West Employers	support@nwemployers.org.uk 0161 834 9362

Personal Training Record

Councillor attendance at Council offered events will be recorded.

However, so we can continually monitor the uptake of training and monitor this through the Member Development Group we ask that you also keep a record and update us when courses have been undertaken.

Name _____ Year _____

Role(s) _____



Date Completed	Workshop/Event/Conference/E-learning/Workbook
