



Photo by Glenn Carstens Peters on Unsplash



Photo by Onur Binay on Unsplash

Members' Learning and Development Framework

Frèam Ionnsachaidh agus Leasachaidh Bhall



Photo by Markus Winkler on Unsplash

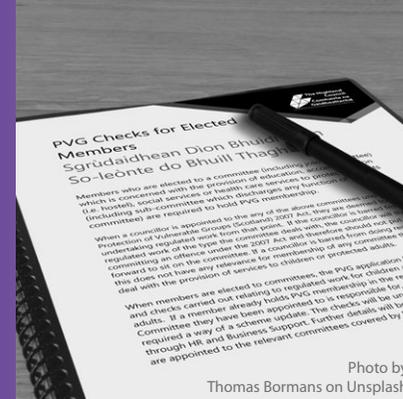


Photo by Thomas Bormans on Unsplash



Photo by Carlos Muza on Unsplash

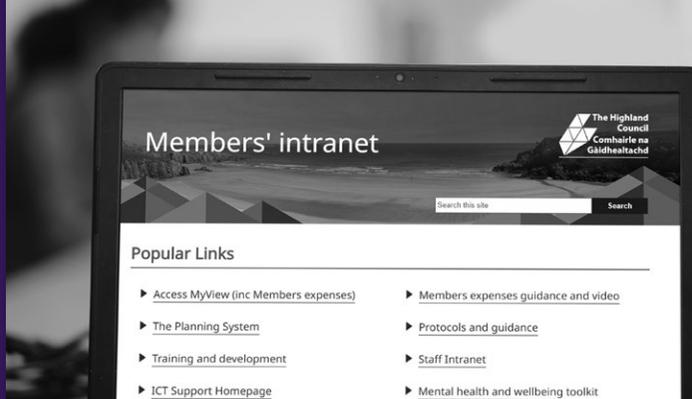


Photo by Vishnu R Nair on Unsplash



Photo by Surface DM on Unsplash



Photo by Unseen Studio on Unsplash

Introduction

Ro-ràdh

This framework describes The Highland Council's commitment to Member learning and development, the relevant roles and responsibilities and the learning and development cycle through Members' term(s) of office. In each year a Members' Learning and Development Programme will be produced in calendar form with the content informed (among other things) by local council elections, Member consultation, statutory and regulatory developments.

Members play a pivotal role in ensuring that the strategic aims and objectives of the Council are achieved while fulfilling their responsibilities in making local decisions and enhancing outcomes for Highland communities. It is a priority of the Council to ensure that all Councillors are thoroughly prepared to meet the demands of their role.

The Highland Council is committed to ensuring that:

- Members' Learning and Development aligns with the Council's objectives as outlined in the Highland Council Programme and Corporate Plan;
- Members have equal access to learning and development opportunities throughout their term of office;
- Members have access to suitable learning and development opportunities to acquire the skills and knowledge necessary for effective role performance;
- there is a planned and structured approach to Members' learning and development, implemented through a programme of events and activities to support their development;
- the Members' Learning and Development Programme is continually updated to align with Council plans and address key challenges impacting the Council's priorities;
- Members have the capacity to self-assess their skills against a recognised framework provided by the Improvement Service;
- Member learning and development activities are adequately resourced within available budgets.



Photo by Patrick Perkins on Unsplash



Photo by Andrew Neel on Unsplash

Roles and responsibilities

Dreuchdan agus dleastanasan

Chief Executive's Business Manager

The Business Manager will produce, monitor and update the Members' Learning and Development Programme in consultation with Members.

The Business Manager will also review during the term of Council:

- The Members' Learning and Development Framework
- The Members annual Learning and Development Programme
- Identify opportunities which support Members well-being and resilience.

Democratic Services

Democratic Services will support Member Learning and Development by:

- Reviewing (in consultation with the Business Manager) the Members' induction plan and materials
- Identify requirements for priority training as appropriate e.g. Planning, Licensing.



Photo by Agefis on Unsplash

Political Leaders

Political Leaders will:

- Promote and encourage participation in the Members' Learning and Development Programme.

Individual Members

Members will:

- Identify their own learning and development needs;
- Seek opportunities to increase effectiveness;
- Attend planned learning and development events and activities;
- Share their knowledge and skills with other Members;
- Participate in the Political Skills Assessment provided by the Improvement Service.

Corporate Management Team

The Corporate Management Team will:

- Identify and facilitate service specific learning and development in co-ordination with the Business Manager.



Photo by Charles Deluvio on Unsplash

The Learning and Development cycle

An cearcall Ionnsachaidh agus Leasachaidh

Members will be provided with Learning and Development opportunities starting from their election and throughout their term(s) of office, as follows:

Post election induction process

All newly elected Members will be provided with a comprehensive induction at the beginning of their term in office. Returning Members may also attend any of the sessions. The elected Members induction will be delivered in 3 phases, as follows:

Phase one

During the first week in office, all newly elected Members will be required to complete their Declaration of Acceptance of Office and their Members' Register of Interests. Members will also be required to attend an introductory session to cover the following:

- Provision of ICT equipment and creation of ICT account
- Completion of personal information to set up remuneration payments
- An introduction to The Highland Council and the facilities available to Members
- Official photographs for the use on the Council website, social media platforms and any other Council publications.



Photo by The Highland Council



Photo by The Highland Council

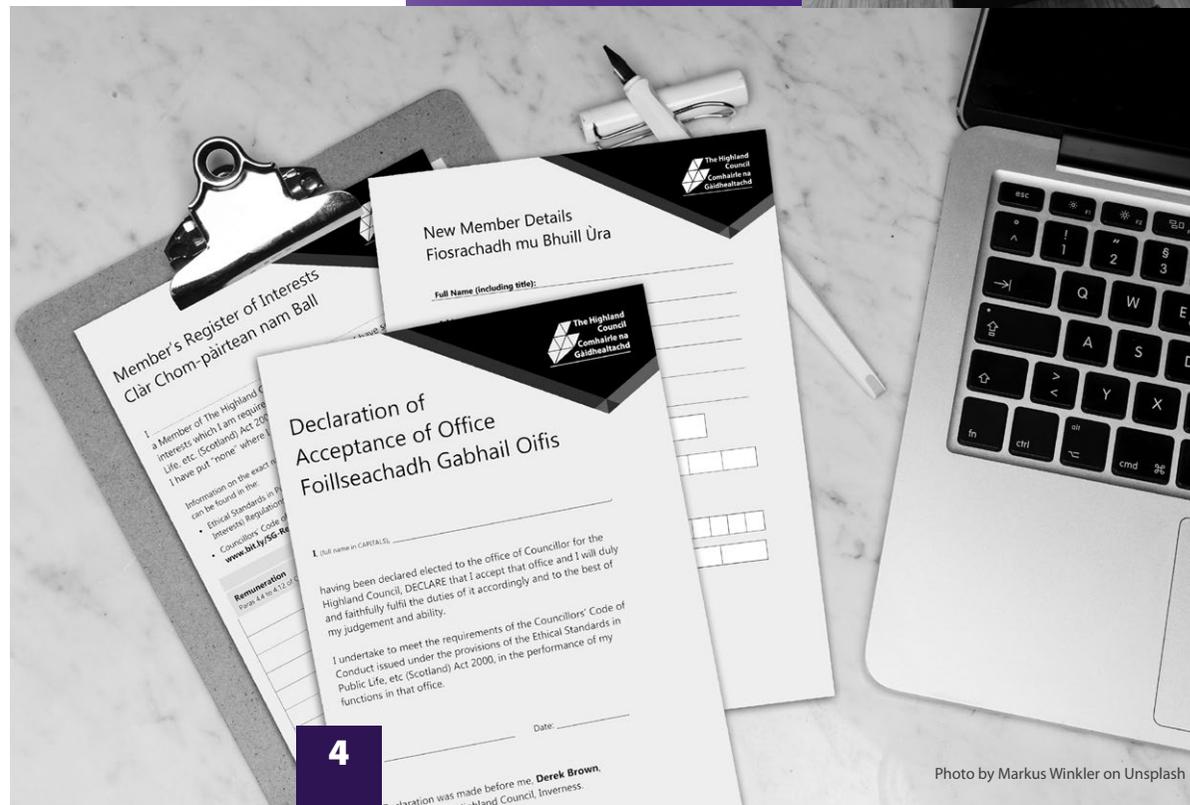


Photo by Markus Winkler on Unsplash

Phase two

A planned programme of events and activities will be established for all newly and returning elected Members. All events and activities will focus on preparing Members with the sufficient knowledge to undertake their role as a Highland Councillor. This programme of activity is not exhaustive but will cover the following:

- Introduction from the Chief Executive
- An overview of the Council's Services and the Corporate Structure
- An overview of Policy and Service Provision
- Code of Conduct
- Standing Orders
- Governance and Scrutiny
- Corporate Communications.

The expectation is that Members will have completed the preparation sessions during their first month in office.



Photo by Glenn Carstens on Unsplash

Phase three

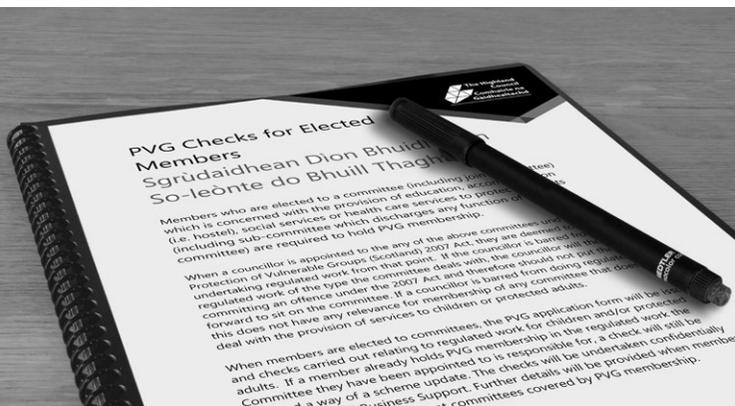
During the final phase of the induction, Members will be equipped with the knowledge and skills to enable them to carry out their role and responsibilities as an elected Member. This programme of activity is not exhaustive but will include the following:

- Community leadership and partnership working
- Resilience
- Corporate Parenting and safeguarding
- Equalities and diversity, and Gaelic awareness training
- Decision making.

The expectation is that Members will have completed any core sessions during their first three months in office.



Photo by Surface DM on Unsplash



Committee specific training

All committee Members will be provided with an induction to their committee. It is the responsibility of the relevant Chief Officer to discuss with their committee chair any additional learning and development requirements of committee Members. All committee chairs will have the opportunity to attend committee chair specific training.



Photo by Carlos Muza on Unsplash

Continued learning & development

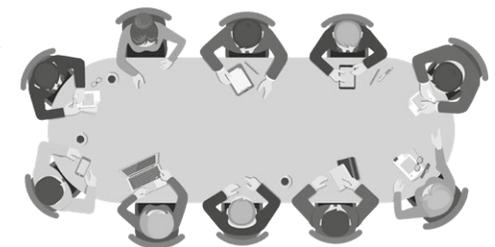
Following the elected Members' induction, Members will continue to be provided with learning and development opportunities via the Council's online portal (Traineasy) and through the current annual learning and development programme. At this stage of the learning and development cycle, Members will be afforded the opportunity to shape the annual programme in consultation with the Chief Executive's Business Manager. The annual programme will be available on the Members' training and development intranet page.



Photo by Agefis on Unsplash

Members workshops and seminars

Throughout the year Members will be offered the opportunity to attend a number of seminars and workshops covering a range of topical issues. The workshops and seminars will be planned throughout the year and will be included in the Members' learning and development programme.



Graphic by Sentavio / Freepik

Online Members training

The People Development team have created a range of e-learning materials to support Members. E-learning resources are accessed through the Traineasy platform and are regularly updated. See **List 1** on page 8 in terms of the current offering available via Traineasy. The Traineasy video library includes resources and webinars which Members may find useful e.g.

- Introduction to Personal Resilience;
- Engaging with constituents through the use of social media;
- The Green Recovery and Net Zero;
- Fairer Scotland Duty;
- Local Child Poverty Action Reports and Community;
- Child Poverty;
- Digital Transformation;
- Planning System in Scotland and Community Wealth Building.

Members Intranet

The Members' training and development intranet page provides links to Traineasy and the Improvement Service. It also includes useful information on expenses, the planning system and understanding the annual accounts.



Photo by Onur Binay on Unsplash

Evaluation

It is important for the Council to monitor and evaluate the learning and development of its elected Members to ensure that it has met its objectives and to identify where improvements can be made for the future. To evaluate the learning outcomes, Members will be provided with feedback forms following individual training sessions to ensure that opportunities are taken to improve the content and delivery of future learning and development sessions. Feedback forms will specify the outcomes expected at the individual Member, corporate and community level.

Reporting

The Chief Executive's Business Manager will record all learning and development activities as well as Member attendance. This ensures elected Members can review their learning and development activities as well as allowing the Business Manager to include this information within the Members' annual learning and development report to Council.

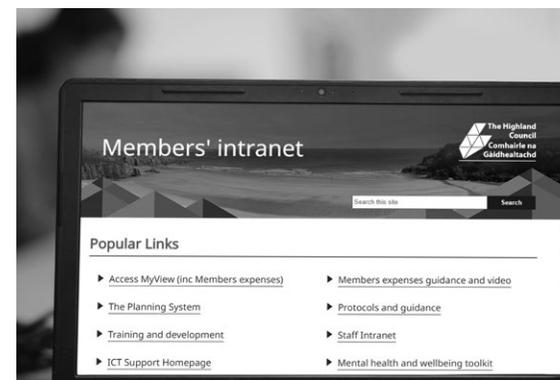


Photo by Vishnu R Nair on Unsplash

List 1 - E-learning modules currently available via Traineasy

Catalogue Name Mandatory Training



188 Likes

Cybersecurity Awareness

Description The training introduces why cyber security is important and how attacks happen and covers four key areas of defending yourself against phishing, using strong passwords, securing your devices and reporting incidents ('if in doubt, call it out').

Time to complete 30 minutes



95 Likes

Display Screen Equipment (DSE)

Description This course is mandatory for any elected member or employee who is required to use display screen equipment habitually or as a significant part of their normal work or working day, e.g. for continuous periods of at least an hour or more at any one time.

Time to complete 30 minutes



119 Likes

Equal Opportunities and Diversity

Description This module highlights the importance of understanding what equality, diversity and inclusion means for the Council. The e-learning module has been developed based on content of Local Government Association (LGA) Councillors.

Time to complete 30 minutes



69 Likes

Financial Regulations

Description Everyone should complete sections 1,7,8 and 9. Other sections to be completed are dependent on job role. This course sets out the financial regulations to council staff that have responsibilities for: budgets, banking and receiving income, ordering of goods and services, payment of invoices, petty cash and project governance.

Time to complete Each section approximately 10 minutes.



208 Likes

Fire Awareness

Description This eLearning package will help you think about situations you may face in your workplace, and how you must take responsibility for your own safety and those around you.

Time to complete 30 minutes



254 Likes

Information Management

Description Information is vital in our work. This is true for all of us, whatever our role in the Council.

This eLearning package will help you think about some situations you may face in your work, and how you must take responsibility for the information you use.

Time to complete 30 minutes including assessment



Introduction to Health, Safety and Wellbeing

Description

This course will provide you with an overview of the key responsibilities for managing your health, safety and wellbeing at work.

Time to complete 45 minutes including assessment



HT and DHT Recruitment Training for Elected Members

Description

This training is for elected members who are involved in the recruitment of a head teacher or depute head teacher.

Time to complete 30 minute recording

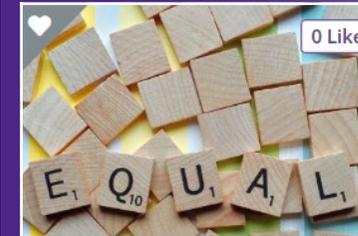


Run, Hide, Tell

Description

This film gives advice about what to do in a firearms attack.

Time to complete 3 minutes



Equalities Training for Elected Members

Description

This module derived from the Local Government Authority (LGA) workbook, is designed to guide you through the key concepts of equality, diversity, and inclusion (EDI) relevant to your responsibilities.

Time to complete 30 minutes



Members' Scrutiny Role

Description

This module has been designed as a learning aid for elected councillors. It makes no judgement about whether you have been a councillor for some time, or whether you have been elected more recently. If you fall into the former category the module should serve as a useful reminder of some of the key skills, approaches and tactics that make for an effective councillor – it may even challenge you to reconsider how you have approached aspects of the role to date.

Time to complete 20 minutes



The Role of the Audit Committee

Description

Audit committees are a key component of an authority's governance framework. Their function is to provide an independent and high-level resource to support good governance and strong public financial management. This e-learning course is for all Members sitting on the Audit and Scrutiny Committee. It is based upon best practice published by CIPFA on the role of Audit Committees.

Time to complete 20 minutes



www.highland.gov.uk/membersintranet
www.highlandcouncil.traineasy.com/login