



## APPENDIX A – DRAFT MEMBER TRAINING PROGRAMME 2019-20

DATE	TIME	VENUE	TRAINING SESSION	DETAIL
<b>Induction – Tuesday 7 May 2019</b>				
Tues 7/5/2019	10 am - 7pm	Cttee Room	Drop-in welcome and introduction for All Councillors (Stall Based)	<ul style="list-style-type: none"> <li>○ Sign Declaration of Acceptance of Office</li> <li>○ Have individual photos taken / access cards</li> <li>○ DBS Checks</li> <li>○ Receive Members' Handbook</li> <li>○ Sign IT policy and collect IPad</li> <li>○ Have a tour of the building</li> <li>○ Meet key support staff</li> <li>○ Member Development Forms</li> </ul>
<b>Training Day 1 – Thursday 9 May 2019</b>				
Thursday 9/5/2019	9.30AM	Council Chamber	Induction	Welcome & Introduction from Chief Executive / Monitoring Officer
	10 am – 11am	Council Chamber	Your Responsibilities and Your Role as Councillors - Code of Conduct	Outline of Constitution Promoting and maintaining high standards of conduct by Members Code of Conduct (including Gifts and Hospitality) The Register of Interests Protocols Guidance Dispensations Political Publicity – rules
	11am	Council Chamber	The Role of Overview and Scrutiny	Role of Scrutiny/Role of Members (include New Scrutiny Guidance/Handbook ) Skills Training – Chairing, Scoping reviews, Questioning Methods, Research and analysis Scrutiny and Community Leadership and Governance
	11.40		Tea Break	
	12pm – 1PM	Council Chamber	Planning Training	Role of a Member of Local Planning Authority Planning Code of Good Practice Relationship to Members' Code of Conduct Development proposals and Interests under Members' Code of Conduct Fettering Discretion in the Planning Process

				Lobbying of and by Councillors Contact with applicants, developers and objectors Role of Officers Decision Making Public Speaking at Meetings Site Visits How to determine Planning Applications
	1PM		Lunch	
	2PM – 3PM	Council Chamber	Member Role in the Licensing Process	General Principles of each Act Role of Members Ward Member Role Licensing Objectives Determining Licensing Applications
<b>Training Day 2 - Friday 10 May</b>				
Friday 10 May	9.30 - 10.30	Council Chamber	Emergency Planning Training	TBC
	10.30 – 11.15	Council Chamber	Social Media / Media Training	TBC
<b>11.15 Tea Break</b>				
	11.35 – 12.30	Council Chamber	Standards and Personnel Appeals	TBC
<b>12.30 – 1.15 Lunch</b>				
	1.15pm – 2.15pm	Council Chamber	GDPR, FOI	TBC
	2.15pm – 3PM	Council Chamber	Safeguarding	TBC

#### Other Training to be Considered

Equalities and Diversity	Online
Lone Working	Online
Fraud Awareness	External
Audit	External