

Appendix A

MEMBER TRAINING PROGRAMME 2019

DATE	TIME	VENUE	TRAINING SESSION	DETAIL
Induction – Tuesday 7 May 2019				
Tues 7 2019	10 am - 8 pm	Committee Room	Drop-in welcome and introduction for All Councillors (Stall Based)	Sign Declaration of Acceptance of Office Have individual photos taken / access cards; DBS Checks Receive Members' Handbook Sign IT policy and collect IPad Have a tour of the building Meet key support staff Sign up for training sessions.
Training Day 1 – Thursday 9 May 2019				
Thursday 9 2019	9.30 - 10.15am	Council Chamber	Induction	Welcome & Introduction from Chief Executive / CLT
	10.15 am – 11 am	Council Chamber	Your Responsibilities and Your Role as Councillors - Code of Conduct / Ethical Governance	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
	11.am – 11.40 pm	Council Chamber	The Role of Overview and Scrutiny / Democratic Services	Role of Scrutiny/Role of Members Skills Training – Charing, Scoping reviews, Questioning Methods, Research and analysis Scrutiny and Community Leadership and Governance Role of Democratic Services
11.40 Tea Break				
	12.pm – 1.00 pm	Council Chamber	GDPR	Key Principles of GDPR Registration

				Personal Responsibilities Data Protection Data Sharing Breaches General Overview
1PM Lunch				
	2 pm – 3 pm	Council Chamber	Media / Social Media & Communications Training	Covering the role of Corporate Communications Unit and Elected Member best practice and guidance on social media and the press
	3 pm – 4 pm	Council Chamber	Member Role in the Licensing Process	General Principles of each Act Role of Members Ward Member Role Licensing Objectives Determining Licensing Applications
Training Day 2 - Friday 10 May				
Friday 10 May	9.30 am -10.15 am	Council Chamber	Emergency Planning Training	Overview of Members role in Member training (delivered by County Council)
	10.15 am – 11.15 am	Council Chamber	Safeguarding / Equalities	Safeguarding Overview Vulnerable Adults, Children and Young People Modern Slavery ^{15*9} Domestic Abuse Equalities
11.15 Tea Break				
	11.35am – 12.35 pm	Council Chamber	Planning Training	Introduction to the Planning Department What is National Planning Policy and how does this affect the Council What is a Local Plan and why do we need one How does the Local Plan fit with the Council's approach to Place Shaping What is a Members role in the Plan making process Where are we now with the Local Plan and what are the next steps
12.35 – 1.15pm Lunch				
	1.15 pm – 2.15 pm	Council Chamber	Planning Training	Planning Training Continued