

MEMBERS' INDUCTION PROGRAMME (MAY/JUNE 2023)



Date/Time	Subject-Matter(s) (Non-Exhaustive)	Trainer(s)	Attendance
Welcome & Introductions			
Tue, 9 May 2023, 2:00 pm -or- Tue, 9 May 2023, 6:30 pm	<ul style="list-style-type: none"> ➤ Welcome & Introductions ➤ Overview of Council Structure & Management ➤ Borough Council Services ➤ Corporate Plan, Vision and Values ➤ Completion of Essential Documents & Data Capture 	<ul style="list-style-type: none"> • SLT • Heads of Service • Democratic Services 	<ul style="list-style-type: none"> ▪ All Members to attend one of the two sessions (Compulsory)
Members' Code of Conduct etc.			
Thu, 11 May 2023, 6:30 pm	<ul style="list-style-type: none"> ➤ Members' Code of Conduct ➤ Your Role as a Councillor ➤ Our Role as an Officer ➤ The Council's Constitution ➤ Decision-Making Processes ➤ Meeting Etiquette & Protocol 	<ul style="list-style-type: none"> • Head of Law & Democracy / Monitoring Officer • Legal & Democratic Services Manager / Deputy Monitoring Officer 	<ul style="list-style-type: none"> ▪ All Members (Compulsory)
Thu, 18 May 2023, 7:00 pm	Full Council, Annual General Meeting (AGM)		
ICT, Information & Access Arrangements etc.			
Mon, 15 May 2023, 6:30 pm	<ul style="list-style-type: none"> ➤ Information & Access Arrangements ➤ Member Information Systems ➤ Member Enquiry System (MES) ➤ Public Access (Planning) ➤ Members' IT Offer / Office 365 ➤ Council's Website / Intranet ➤ Using the Mod.Gov Desktop / Mobile App 	<ul style="list-style-type: none"> • Democratic Services • IT • Systems Support 	<ul style="list-style-type: none"> ▪ All Members (Compulsory)
Planning (Development Control Committee)			

MEMBERS' INDUCTION PROGRAMME (MAY/JUNE 2023)



Tue, 16 May 2023, 6:30 pm	<ul style="list-style-type: none"> ➤ Planning Control (Basic Law & Procedure) ➤ Planning Policy (Local Plan, Core Strategies, SPD's) 	<ul style="list-style-type: none"> • Head of Law & Democracy / Monitoring Officer • Head of Built Environment • Planning Policy & Development Manager • Solicitor 	<ul style="list-style-type: none"> • All Members of the Development Control Committee & Place Shaping Working Group (Compulsory) • Other Members (Optional)
Thu, 25 May 2023, 7:00 pm	Development Control Committee		
Safeguarding, Equality & Diversity			
Wed, 17 May 2023, 6:30 pm	<ul style="list-style-type: none"> ➤ Safeguarding ➤ Equality ➤ Diversity 	<ul style="list-style-type: none"> • Community Wellbeing Manager • Community Safety & Youth Officer 	<ul style="list-style-type: none"> ▪ All Members (Compulsory)
Local Government Finance etc.			
Tue, 23 May 2023, 6:30 pm	<ul style="list-style-type: none"> ➤ Local Government Finance ➤ Budgeting & Treasury Management ➤ General Revenues and Benefits 	<ul style="list-style-type: none"> • Strategic Director / Section 151 Officer • Head of Finance / Deputy Section 151 Officer • Finance Manager 	<ul style="list-style-type: none"> ▪ All Members (Compulsory)
Tue, 27 June 2023, 7:00 pm	Policy, Finance and Development Committee		
Licensing (Licensing and Regulatory Committee)			
Mon, 12 June 2023, 6:30 pm	<ul style="list-style-type: none"> ➤ General Licensing (Basic Law & Procedure) 	<ul style="list-style-type: none"> • Head of Law & 	<ul style="list-style-type: none"> ▪ All Members of the

MEMBERS' INDUCTION PROGRAMME (MAY/JUNE 2023)



	<ul style="list-style-type: none"> ➤ Licensing Sub-Committee Hearings 	Democracy / Monitoring Officer <ul style="list-style-type: none"> • Strategic Manager • Solicitor 	Licensing and Regulatory Committee (Compulsory) <ul style="list-style-type: none"> ▪ Other Members (Optional)
Tue, 13 June 2023, 7:00 pm	Service Delivery Committee		
Thu, 15 June 2023, 6:30 pm	Licensing and Regulatory Committee		
Social Media, Communications & PR etc.			
Mon, 19 June 2023, 6:30 pm	<ul style="list-style-type: none"> ➤ Communications & Public Relations ➤ Dealing with the Media ➤ Responsible Use of Social Media 	<ul style="list-style-type: none"> • Communications & Marketing Manager • Communications Officer 	<ul style="list-style-type: none"> ▪ All Members (Compulsory)
Borough Tour			
Tue, 20 June 2023, TBD	<ul style="list-style-type: none"> ➤ Tour of the Borough, Leisure Centres, Brocks Hill County Park and Depot etc. 	<ul style="list-style-type: none"> • Chief Executive / Head of Paid Service • PA to the Chief Executive • Strategic Director 	<ul style="list-style-type: none"> ▪ All Members (Optional)
Major Incident Training			
Mon, 26 June 2023, 6:30pm	<ul style="list-style-type: none"> ➤ Major Incident Planning and Response 	<ul style="list-style-type: none"> • Resilience Officer (LLRP) • Safety & Resilience Officer 	<ul style="list-style-type: none"> ▪ All Members (Compulsory)

MEMBERS' INDUCTION PROGRAMME (MAY/JUNE 2023)

