

## DRAFT MEMBER INDUCTION PROGRAMME (2019/20)

Date/Time	Subject-Matter(s)	Trainer(s)	Audience
Wed, 8 May 2019, 2.00 pm -or- Wed, 8 May 2019, 6.00 pm	<ul style="list-style-type: none"> <li>➤ Welcome &amp; Introductions</li> <li>➤ Overview of Council Structure &amp; Management</li> <li>➤ Borough Council Services</li> <li>➤ Corporate Plan, Vision and Values</li> <li>➤ Completion of Essential Documents &amp; Data Capture</li> </ul>	SMT Heads of Service Democratic Services	All Members to attend one session (Compulsory)
Thu, 9 May 2019, 7.00 pm	<ul style="list-style-type: none"> <li>➤ Members' Code of Conduct</li> <li>➤ Your Role as a Councillor</li> <li>➤ Our Role as an Officer</li> <li>➤ The Council's Constitution</li> <li>➤ Decision-Making Processes</li> <li>➤ Meeting Etiquette &amp; Protocol</li> </ul>	David Gill Steven Tucker Samuel Ball	All Members (Compulsory)
Tue, 14 May, 2019, 7.00 pm	Full Council, Annual General Meeting (AGM)		
Thur, 16 May, 2019, 7.00 pm	<ul style="list-style-type: none"> <li>➤ Information &amp; Access Arrangements</li> <li>➤ Member Information Systems</li> <li>➤ Member Enquiry System (MES)</li> <li>➤ Public Access (Planning)</li> <li>➤ Members' ICT Offer / Office 365</li> <li>➤ Council's Website / Intranet</li> <li>➤ Using the Mod.Gov Desktop / Mobile App</li> </ul>	Democratic Services Steria / ICT Systems Support	All Members (Compulsory)
Tue, 21 May, 2019, 7.00 pm -or- Wed, 12 June, 2019, 7.00 pm	<ul style="list-style-type: none"> <li>➤ Safeguarding</li> <li>➤ Equality &amp; Diversity</li> </ul>	Mark Smith Veronika Quintyne	All Members to attend one session (Compulsory)
Wed, 22 May, 2019, 7.00 pm	<ul style="list-style-type: none"> <li>➤ Planning Control (Basic Law &amp; Procedure)</li> <li>➤ Planning Policy (Local Plan, Core Strategies, SPD's)</li> </ul>	David Gill Adrian Thorpe Richard Redford Jamie Carr	All Members of the Development Control Committee (Compulsory) Other Members (Optional)
Thu, 23 May, 2019, 7.00 pm	Development Control Committee		

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Mon, 3 June, 2019, 7.00 pm	<ul style="list-style-type: none"><li>➤ Communications &amp; Public Relations</li><li>➤ Dealing with the Media</li><li>➤ Responsible Use of Social Media</li></ul>	Joe Harkin	All Members (Compulsory)
Tue, 4 June, 2019 7.00 pm	Service Delivery Committee		
Wed, 5 June, 2019, 6.30 pm	<ul style="list-style-type: none"><li>➤ General Licensing (Basic Law &amp; Procedure)</li><li>➤ Licensing Sub-Committee Hearings</li></ul>	David Gill Tony Cawthorne	All Members of the Licensing and Regulatory Committee (Compulsory) Other Members (Optional)
Thu, 6 June, 2019, 6.30 pm	Licensing and Regulatory Committee		
Mon, 10 June, 2019, 7.00 pm	<ul style="list-style-type: none"><li>➤ Local Government Finance</li><li>➤ Budgeting &amp; Treasury Management</li></ul>	Stephen Hinds Chris Raymakers	All Members (Compulsory)
Tue, 11 June, 2019, 7.00 pm	Policy, Finance and Development Committee		
Thu, 13 June, 2019, 6.30 pm	Change Management Committee		
End of June 2019 (TBC)	<ul style="list-style-type: none"><li>➤ Tour of the Borough, Customer Services and Depot</li></ul>	SMT Head of Service	All Members (Optional)

### e-Learning Training (if required):

- Charing Meetings
- Public Speaking
- Community Leadership
- Personal Resilience
- Keeping Safe Online
- Data Protection / GDPR
- Health & Safety
- Emergency Planning