

Date/Time	Subject-Matter(s) <small>(Non-Exhaustive)</small>	Trainer(s)	Audience/Attendance
Welcome & Introductions			
Wed, 8 May 2019, 2:00 pm -or- Wed, 8 May 2019, 7:00 pm	<ul style="list-style-type: none">➤ Welcome & Introductions➤ Overview of the Council’s Constitution➤ Overview of Council Structure & Management➤ Overview of Borough Council Services➤ Corporate Plan, Vision and Values➤ Completion of Important Documents and Forms	<ul style="list-style-type: none">• Senior Leadership Team (SLT)• Heads of Service• Democratic Services	<ul style="list-style-type: none">▪ All Members to attend one of the two available sessions▪ Mandatory
Members' Code of Conduct etc.			
Thu, 9 May 2019, 7:00 pm	<ul style="list-style-type: none">➤ Members’ Code of Conduct➤ Local Assessment of Member Complaints➤ Your Role as a Councillor➤ Our Role as an Officer➤ Member and Officer Relationship➤ Decision-Making Procedures and Processes etc.➤ Proper Meeting Etiquette & Protocol	<ul style="list-style-type: none">• Head of Law & Democracy / Monitoring Officer• Democratic & Electoral Services Manager• Senior Democratic Services Officer / Legal Officer	<ul style="list-style-type: none">▪ All Members▪ Mandatory
Tue, 14 May 2019, 7:00 pm	Full Council, Annual General Meeting (AGM)		
ICT, Information & Access Arrangements etc.			
Thu, 16 May 2019, 7:00 pm	<ul style="list-style-type: none">➤ Information & Access Arrangements➤ Member Information Systems➤ Members’ Enquiry System (MES)➤ Public Access (Planning)➤ Members’ ICT Offer / Office 365 etc.➤ Council’s Website / Intranet etc.	<ul style="list-style-type: none">• Democratic Services• PA to the SLT• ICT (Sopra Steria)• Systems Support	<ul style="list-style-type: none">▪ All Members▪ Mandatory

Members' Induction Programme (May/June 2019)



	<ul style="list-style-type: none">➤ Using the Mod.Gov Desktop / Mobile App➤ Overview of General Data Protection Regulation		
Safeguarding, Equality & Diversity			
Tue, 28 May 2019, 7:00 pm -or- Wed, 12 June 2019, 7:00 pm	<ul style="list-style-type: none">➤ Safeguarding➤ Equality➤ Diversity	<ul style="list-style-type: none">• Community Safety & Youth Officer• Community Engagement Officer	<ul style="list-style-type: none">▪ All Members to attend one of the two available sessions▪ Mandatory
Planning (Development Control Committee)			
Wed, 29 May 2019, 7:00 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 Control Team Leader• Planning Policy Team Leader	<ul style="list-style-type: none">▪ All Members of the Development Control Committee & Place Shaping Working Group (Mandatory)▪ All other Members (Optional)
Thu, 30 May 2019, 7:00 pm	Development Control Committee		
Licensing (Licensing and Regulatory Committee)			
Wed, 5 June 2019, 6:30 pm	<ul style="list-style-type: none">➤ General Licensing (Basic Law & Procedure)➤ Taxi Licensing (Basic law & Procedure)➤ Licensing Sub-Committee Hearings➤ Taxi Licensing Sub-Committee Hearings	<ul style="list-style-type: none">• Head of Law & Democracy / Monitoring Officer• Regulatory Services Manager• Senior Democratic Services Officer /	<ul style="list-style-type: none">▪ All Members of the Licensing and Regulatory Committee (Compulsory)▪ All other Members (Optional)

Members' Induction Programme (May/June 2019)



		Legal Officer	
Thu, 6 June 2019, 6:30 pm	Licensing and Regulatory Committee		
Tue, 4 June 2019, 7:00 pm	Service Delivery Committee		
Local Government Finance etc.			
Mon, 10 June 2019, 7:00 pm	<ul style="list-style-type: none">➤ Local Government Finance➤ Budgeting & Treasury Management➤ General Revenues and Benefits	<ul style="list-style-type: none">• Head of Finance & Resources	<ul style="list-style-type: none">▪ All Members▪ Mandatory
Tue, 11 June 2019, 7:00 pm	Policy, Finance and Development Committee		
Thu, 13 June 2019, 6:30 pm	Change Management Committee		
Borough Tour			
Tue, 18 June 2019, 6:00 pm	<ul style="list-style-type: none">➤ Tour of the Borough, Customer Services, Leisure Centres, Brocks Hill Country Park and Depot etc.	<ul style="list-style-type: none">• Chief Executive• PA to the SLT	<ul style="list-style-type: none">▪ All Members▪ Mandatory
Social Media, Communications & PR etc.			
Thu, 20 June 2019, 7:00 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">• Marketing & Insight Manager	<ul style="list-style-type: none">▪ All Members▪ Mandatory
Major Incident Training			
Tue, 25 June 2019, 7:00 pm	<ul style="list-style-type: none">➤ Major Incident Planning and Response	<ul style="list-style-type: none">• Resilience Officer	<ul style="list-style-type: none">▪ All Members▪ Mandatory