



**Oadby & Wigston**  
BOROUGH COUNCIL

## MEMBERS' INDUCTION PROGRAMME (MAY/JUNE 2023)

Date/Time	Subject-Matter(s) (Non-Exhaustive)	Trainer(s)	Attendance
<b>Welcome &amp; Introductions</b>			
Tue, 9 May 2023, 2:00 pm -or- Tue, 9 May 2023, 6:30 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>➤ Council Offices Move to Brocks Hill</li> <li>➤ Corporate Plan, Vision and Values</li> <li>➤ Completion of Essential Documents &amp; Data Capture</li> </ul>	<ul style="list-style-type: none"> <li>• SLT</li> <li>• Heads of Service</li> <li>• Democratic Services</li> </ul>	<ul style="list-style-type: none"> <li>▪ All Members to attend one of the two sessions (Mandatory)</li> </ul>
<b>Members' Code of Conduct etc.</b>			
Thu, 11 May 2023, 6:30 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>➤ Committee &amp; Governance Structure</li> <li>➤ Decision-Making Processes</li> <li>➤ Meeting Etiquette &amp; Protocol</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Law &amp; Democracy / Monitoring Officer</li> <li>• Legal &amp; Democratic Services Manager / Deputy Monitoring Officer</li> </ul>	<ul style="list-style-type: none"> <li>▪ All Members (Mandatory)</li> </ul>
<b>ICT, Information &amp; Access Arrangements etc.</b>			
Mon, 15 May 2023  6:00 pm - Newly-Elected Members 7:00 pm - All Other Members	<ul style="list-style-type: none"> <li>➤ Hardware Handout / Software Set-Up</li> <li>➤ Information &amp; Access Arrangements</li> <li>➤ Member Information Systems</li> <li>➤ Member Enquiry System (MES)</li> <li>➤ Public Access (Planning)</li> <li>➤ Members' IT Offer / Office 365 / Teams</li> <li>➤ Council's Website / Intranet / Members' Hub</li> <li>➤ Using Mod.Gov - Sites x 3 and App (Windows App)</li> <li>➤ AV &amp; Integrated Meeting Solution for Brocks Hill</li> </ul>	<ul style="list-style-type: none"> <li>• Legal &amp; Democratic Services Manager / Deputy Monitoring Officer</li> <li>• Democratic Services</li> <li>• IT</li> <li>• Systems Support</li> <li>• Policy, Compliance and Data Protection Officer</li> </ul>	<ul style="list-style-type: none"> <li>▪ All Members (Mandatory)</li> </ul>



## MEMBERS' INDUCTION PROGRAMME (MAY/JUNE 2023)

Date/Time	Subject-Matter(s) (Non-Exhaustive)	Trainer(s)	Attendance
<b>Planning (Development Control Committee) (Basic Law &amp; Procedure)</b>			
Tue, 16 May 2023, 6:30 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>	<ul style="list-style-type: none"> <li>• Head of Law &amp; Democracy / Monitoring Officer</li> <li>• Head of Built Environment</li> <li>• Planning Policy &amp; Development Manager</li> <li>• Solicitor</li> </ul>	<ul style="list-style-type: none"> <li>• All Members of the Development Control Committee &amp; Place Shaping Working Group (Mandatory)</li> <li>• Other Members (Optional)</li> </ul>
<b>Safeguarding, Equality &amp; Diversity</b>			
Wed, 17 May 2023, 6:30 pm	<ul style="list-style-type: none"> <li>➤ Safeguarding</li> <li>➤ Equality</li> <li>➤ Diversity</li> </ul>	<ul style="list-style-type: none"> <li>• Community &amp; Wellbeing Manager</li> <li>• Community Safety &amp; Youth Officer</li> </ul>	<ul style="list-style-type: none"> <li>• All Members (Mandatory)</li> </ul>
Thu, 18 May 2023, From 4.30 pm	Official Member Photographs to be Taken (Between 4:30 pm - 6:30 pm)		
Thu, 18 May 2023, 7:00 pm	Full Council - Annual General Meeting (AGM) 2023/24		
<b>Members' Code of Conduct etc. (Mop-Up Session)</b>			
Mon, 22 May 2023, 6:30 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>➤ Committee &amp; Governance Structure</li> <li>➤ Decision-Making Processes</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Law &amp; Democracy / Monitoring Officer</li> <li>• Legal &amp; Democratic Services Manager / Deputy Monitoring</li> </ul>	All Members (Mandatory)



## MEMBERS' INDUCTION PROGRAMME (MAY/JUNE 2023)

Date/Time	Subject-Matter(s) (Non-Exhaustive)	Trainer(s)	Attendance
	Meeting Etiquette & Protocol	Officer	
<b>Local Government Finance etc.</b>			
Tue, 23 May 2023, 6:30 pm	<ul style="list-style-type: none"> <li>➤ Local Government Finance</li> <li>➤ Budgeting &amp; Treasury Management</li> <li>➤ General Revenues and Benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Strategic Director / Section 151 Officer</li> <li>• Head of Finance / Deputy Section 151 Officer</li> <li>• Finance Manager</li> </ul>	<ul style="list-style-type: none"> <li>▪ All Members (Mandatory)</li> </ul>
Thu, 25 May 2023, 7:00 pm	Development Control Committee		
<b>Licensing (Licensing &amp; Regulatory Committee) (Basic Law &amp; Procedure)</b>			
Mon, 12 June 2023, 6:30 pm	<ul style="list-style-type: none"> <li>➤ General Licensing (Basic Law &amp; Procedure)</li> <li>➤ Licensing Sub-Committee Hearings</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Law &amp; Democracy / Monitoring Officer</li> <li>• Strategic Manager</li> <li>• Solicitor</li> </ul>	<ul style="list-style-type: none"> <li>▪ All Members of the Licensing and Regulatory Committee (Mandatory)</li> <li>▪ Other Members (Optional)</li> </ul>
Tue, 13 June 2023, 7:00 pm	Service Delivery Committee		
Thu, 15 June 2023, 6:30 pm	Licensing & Regulatory Committee		
Thu, 15 June 2023	*** Deadline to Return Completed Important Data Capture Forms ***		



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Date/Time	Subject-Matter(s) (Non-Exhaustive)	Trainer(s)	Attendance
<b>Social Media, Communications &amp; PR etc.</b>			
Mon, 19 June 2023, 6:30 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> <li>➤ Members' Hub</li> </ul>	<ul style="list-style-type: none"> <li>• Communications &amp; Marketing Manager</li> <li>• Communications &amp; Marketing Officer</li> </ul>	<ul style="list-style-type: none"> <li>▪ All Members (Mandatory)</li> </ul>
<b>Borough Tour</b>			
Tue, 20 June 2023, TBC	<ul style="list-style-type: none"> <li>➤ Tour of the Borough, Leisure Centres, Brocks Hill County Park and Depot etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Executive / Head of Paid Service</li> <li>• PA to the Chief Executive</li> <li>• Strategic Director</li> </ul>	<ul style="list-style-type: none"> <li>▪ All Members (Optional)</li> </ul>
<b>Major Incident Training</b>			
Mon, 26 June 2023, 6:30pm	<ul style="list-style-type: none"> <li>➤ Major Incident Planning and Response</li> </ul>	<ul style="list-style-type: none"> <li>• Resilience Officer (LLRP)</li> <li>• Safety &amp; Resilience Officer</li> </ul>	<ul style="list-style-type: none"> <li>▪ All Members (Mandatory)</li> </ul>
Tue, 27 June 2023, 7:00 pm	Policy, Finance & Development Committee		