Member Development Programme for new and returning Members 2023/2024

Key points:

Feedback from Members in 2019 said that the induction programme was quite intensive, there was some confusion around which sessions that returning members should attend. At the Member Development Steering Group on 30 November 2022, Members agreed to the following proposal:

Proposal for 2023/24 Member Induction Programme

To streamline the programme where possible and encourage the use of Teams for introductory sessions or hybrid facility (Brooks Room only) for flexibility for both members and officers.

Programme:

1. Date: **Wednesday 10th May** Essential Business Event
    Time: 5:30pm
    Attendance: All members required to attend in person
    Venue: Council Chamber

    - Welcome from Chief Executive and Directors – corporate overview
    - Code of Conduct training – Monitoring Officer
    - Sign-off Register of Members interest form
    - Drop off admin forms (new members)

2. Date: **Tuesday 16th May** ICT and Democratic Services Support Session
    Time: 5:30pm
    Attendance: New members (returning members can attend if they wish).
    Venue: Council Offices

    IT presentation to cover:
    - ICT:
        o Demonstration of laptop and apps
        o How to save documents
        o Teams
        o Outlook:
            ▪ Setting up email signature
            ▪ Accepting calendar invitations
    - Democratic Services:
        o Modern.Gov App
        o iLearn (online training) and how to complete modules

Democratic Services presentation to cover:

- Introduction to Team
- Chamber layout and seating positions

- Using microphones
- E-bulletin
- Weekly diary
- Allocation of Buddies

3. Date **Tuesday 20 June – half day (after lunch)**: Meet SLT and Services: An opportunity for Members to meet officers from key services to understand what they do.
   Attendance: All Members/SLT/Service Managers/key officers
   Venue: Offices – Brooks Room, Council Chamber, Civic Foyer, Park Room

4. Depot Visits – to be co-ordinated with Depot due to limited parking – TBC

5. Tour of the District – All Members – TBC

Member Training:

SLT and Service Managers are currently scheduling in training sessions.

Mandatory Training: Dates TBC:

- Planning Committee **Thursday 25th May**
- GDPR and Data Protection – online module
- Licensing and Regulatory – **TBC**
- Safeguarding – online module

Other:

- Scrutiny
- Finance
- Audit and Corporate Governance
- Emergency Planning
- Effective Ward Councillor
- Welfare – Council Tax and Benefits
- Equalities and Diversity
- Housing, Homelessness & Affordable Homes
- Planning Masterclasses

iLearn Online Modules:

- Public Speaking Skills
- Chairing Meetings
- Working with the Media
- Getting started with Social Media

- Community Leadership
- Your role as a Councillor
- Keeping Safe Online
- Personal Resilience
- Corporate Health & Safety information for Councillors
- Whistleblowing & Fraud

Other Notes:

- **23 May – x2 meetings**
  - 5.30pm - Annual Council – to elect the Leader, Cabinet Executive and appointments to Committees
  - No other business/reports and presentations to be considered
  - 6.30pm - Extraordinary meeting – to appoint any Honorary Aldermen
  - Photographer – 4.30pm – 7.30pm
    - SLT photos
    - 36 individual Councillor photos
    - Honorary Aldermen photos
    - Chair and VC photos
    - Administration (x36) and Chief Executive Photo – to be taken once both meetings have ended. Dems team to rearrange Council Chamber for term photo while members are having drinks in Brooks Room

- Additional Council meeting required on **20 June**