

Draft Induction Programme – 2015

Induction programme for all Members elected at the May 2015 elections *including returning Members*

Subject	Content	Provider	Date	Venue
Induction Evening (Compulsory Training)	Welcome & Introduction What are we here to do What services do we provide Member/Officer/CMT roles Member /officer protocol Outline of Constitution, Decision Making Structure Role of Portfolio Holders Officer Structure & Delegations Ward member role - Community leadership Ward Advocacy and Casework <i>Councillor Call for Action, Petitions, questions to Council, notices of motion</i> Role of opposition spokespeople Media Protocol Political Conventions Protocol Representatives on Outside Bodies	Directors Heads of Service Principal Democratic Officer	Tuesday 12 May 2015 6.15pm-8.30pm (Buffet at 7.15 pm)	Council Chamber Harborough District Council

	Members Allowances Introduction to key Member Information Systems: E-learning (Learning Pool) CMIS	June Haines Edward O' Neill		
Code of Conduct Training (Pitfalls and Traps and how to avoid them) (Compulsory Training) New members to come for 5pm Tour of building and receipt of badges??)	Promoting and maintaining high standards of conduct by Members; and assisting Members to observe their Authority's Code of Conduct. Code of Conduct Dispensations Protocols Guidance Ethical governance Anti Fraud and Corruption strategy	Monitoring Officer	Thursday 14 May 2015 6.30pm	Council Chamber Harborough District Council
Complaints procedure	Stages of complaints Parish complaints Ombudsman	Richard Ellis / Stuart Done	Thursday 14 May 2015 Following on from Code of Conduct training	Council Chamber Harborough District Council
<i>Annual Council Meeting</i>			<i>Tuesday 19 May 2015 6.30pm</i>	<i>Council Chamber Harborough District Council</i>
Scrutiny Function	Role of scrutiny in local government	Beth Murgatroyd/Edward O'	Wednesday 20 May 2015	Council Chamber

	<p>Structure of Scrutiny Function at the Council</p> <p>Questioning Methods Identifying issues for scrutiny Scoping of reviews to ensure effective outcomes Councillor call for action</p>	Neill/Verina Wenham	6.30pm	Harborough District Council
Performance Management and Risk	<p>Business Planning Corporate Plan Corporate Delivery Plan Why we have Performance Management? Role of Members in monitoring performance TEN What is risk and opportunity management? Why it is important Risk registers and the link with decision making and business planning (Members Guide to Performance in Member information Pack)</p>	Richard Ellis/ B. Jolly	Wednesday 20 May 2015 following on from CMIS introduction	Council Chamber Harborough District Council
<i>Scrutiny Commission meeting</i>			<i>Thursday 21 May 2015 6.30pm</i>	<i>Council Chamber Harborough District Council</i>
<i>Bank Holiday</i>			<i>Monday 25 May 2015</i>	

<p>Planning (Compulsory Training)</p>	<p><u>Introduction by Director</u> <u>Planning</u> <u>Part1</u> 1. Overview of Planning System in England - history/background - what is development and when planning permission is required. - what are material considerations (including national, regional and local policy framework and the Development Plan.</p> <p>2. Who's who at the Council in Planning.</p> <p>3. Council Development Management Processes (incl. Scheme of Delegation, Committee etc)</p> <p>4. What happens at the Council's Planning Committee?</p> <p>5. Enforcement</p> <p><u>Part 2</u> Role of Member of planning Authority Relationship to Members Code of Conduct Development proposals and interests under Members Code of Conduct Lobbying of and by Councillors Contact with applicants,</p>	<p>N. Proudfoot/ Adrian Eastwood /Verina Wenham</p>	<p>Tuesday 26 May 2015</p> <p>6.30pm (3 hours) (light refreshments provided)</p>	<p>Council Chamber Harborough District Council</p>
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	developers and objectors Officers Decision Making Public Speaking at Meetings Site Visits Call in of Planning Decisions Planning Online (Adrian Eastwood)			
Committee Management Information System (CMIS)	Introduction to information held in CMIS Using research facility	Democratic Services	Wednesday 27 May 2015 following on from Scrutiny Function(above)	Council Chamber Harborough District Council
Local Government Finance (compulsory training)	Understanding how it all works	S151 officer and Finance team	Wednesday 27 May 2015 6.30pm	Council Chamber Harborough District Council
Data Protection Act/Freedom of Information Act/Human Rights Act	To develop an understanding of the legislation and requirements of Members	Richard Ellis/Stuart Done	Wednesday 27 May 2015 Following on from Performance Management (above)	Council Chamber Harborough District Council
<i>Planning Committee</i>			<i>Tuesday 2 June 2015</i>	<i>Council Chamber Harborough</i>

				<i>District Council</i>
<i>Executive</i>			<i>Monday 8 June 2015</i>	<i>Council Chamber Harborough District Council</i>
Licensing and Gambling Act Training (Compulsory training)	<p>Part 1 Licensing function of the Council in general Difference between Licensing committee and Regulatory committee When members get involved (Panel /Ward involvement) Danger points: (appeals/ombudsman/judicial review)</p> <p>Part 2 Specialised training for Licensing Committee members /panellists</p>	Elaine Bird/Sarah Greenway	Tuesday 9 June 2015	Council Chamber Harborough District Council
Members IT	Basic PC usage Emails Internet Word	To be confirmed (depends on outcome of training needs assessments)	May onwards	

Effective	Letter writing	Learning Pool?? Jointly	May onwards	Council Chamber
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Communication Skills	Public Speaking Effective meetings Appropriate verbal and body language Listening skills Respect for others Questioning skills	Funded??		Harborough District Council
Chairing skills Open to all members- (compulsory for those members who will be chairing committees/panels)	Preparing for a meeting During the meeting The Constitution rules Managing debate Dealing with conflict The art of summarising Post meeting follow -up	Verina Wenham/Beth Murgatroyd Externally delivered Jointly funded??	June 2015 TBA	Council Chamber Harborough District Council
Equality and Diversity training	Need for /what to look for/questions to ask Council policies	Actorshop /HDC??? Richard Ellis, Julie Clarke	June 2015	Council Chamber Harborough District Council
Role of modern Councillor	Casework /surgeries Use of time Getting organised Staying safe	Learning Pool HDC Workshop (involve Councillor reps) or external??	June 2015	Council Chamber Harborough District Council
Portfolio Holders	Understanding of portfolios, current issues ,introduction to teams etc.	Directors / Heads of Service	TBC once appointed	

Emergency Planning	The training is primarily for Executive members as the Executive becomes the Emergency Planning Committee in the event of an emergency. However other members are welcome to attend the training	tbc	???	
Planning policy training??	Include with planning training?	?		
Strategic Thinking and Planning for members ???	Ability to understand and develop effective strategic plans Need for plans Understanding organisational context/capacity Council's objectives SMART targets	?Autumn 2015 date to be confirmed		
Leadership	Definition Improving personal effectiveness Developing the right culture Leading across teams Collaborative working/building strong relationships Managing change Coping with uncertainty	External Autumn 2015 date to be confirmed		
Community Leadership		External		
Safeguarding		Stella Renwick /Learning Pool		
Speed reading??		External?		