

**Proposed Member Induction programme
and Member Development Programme 2015/16**

Post Election Induction Programme

Session and content	Date, venue and time	Delivered by
Mandatory sessions for all Members		
<p>IT Training sessions for all Members Equipment training and meeting key officers Compulsory prior to collection of WBC IT equipment – pilot Members may not require it</p>	<p>11 May 2015 Shaw House Five sessions across the day</p>	<p>Kerry Taylor, HR</p>
<p>Additional specific training – to be agreed following pilot of new equipment</p>	<p>TBA</p>	<p>Kerry Taylor, HR</p>
Mandatory sessions for new Members		
<p>Welcome to West Berkshire Council An introduction to Local Government & West Berkshire Council including an introduction to role as Corporate Parent</p>	<p>11 May 2015 Council Chamber 10am or 2pm with lunch</p>	<p>Chief Executive Corporate Directors Heads of Service</p>
<p>Surviving the first three months – what Members really need to know A guide to the roles and responsibilities of being a Councillor at WBC Security and registration with the Information Commissioner An explanation of Freedom of Information and Data Protection issues</p>	<p>13 May 2015 Council Chamber 2pm or 6pm</p>	<p>Head of Strategic Support Head of Legal Services Democratic Services Manager Members Services Officers Information Management Officer</p>



Session and content	Date, venue and time	Delivered by
<p>Introduction to Local Government Finance The national framework and local requirements</p> <p>An introduction to Performance Management West Berkshire's Performance Framework and Member's roles and responsibilities</p>	<p>1 June 2015 Council Chamber 2pm or 6pm</p>	<p>Finance</p> <p>Strategic Support</p>
<p>Mandatory sessions for new Members (all Members welcome)</p>		
<p>The Rules – Code of Conduct</p>	<p>15 June 2015 Council Chamber 2pm or 6pm</p>	<p>Head of Strategic Support</p> <p>Head of Legal Services</p> <p>Democratic Services Manager</p> <p>Members Services Officers</p>
<p>Mandatory sessions for all Members appointed to Planning Committees</p>		
<p>An introduction to the Planning Process An overview of legislation and the planning process</p>	<p>18 May 2015 Council Chamber 6pm</p>	<p>Planning</p> <p>Legal Services</p>
<p>Mandatory sessions for all Members appointed to Licensing Committees</p>		
<p>An introduction to the Licensing Process The Licensing Act, Gambling Act and Members' roles in hearings</p>	<p>23 June 2015 Council Chamber 5pm followed by Licensing meeting</p>	<p>Senior Licensing Officer</p> <p>Legal Services.</p>
<p>Mandatory sessions for all Members appointed to Appeals Panel</p>		
<p>Your role in Appeals A guide to Human Resources and Home to School Transport Appeals and Revenues and benefits discretionary powers</p>	<p>8 June 2015 Council Chamber 6pm</p>	<p>School Admissions Team</p> <p>Head of HR</p>



2015/16 Member Development Programme

Session and content	Date and time	Delivered by
<p>Introduction to Equalities – Mandatory for all Members Definitions, legislations and its relevance to West Berkshire</p>	<p>21 May 2015 Shaw House 2pm or 6pm</p>	<p>Rachael Wardell / external provider?</p>
<p>Working with Partners An introduction to Partnership working and key partners at WBC</p> <p>Community Safety An introduction to the West Berkshire perspective</p>	<p>4 June 2015 Council Chamber 2pm or 6pm</p>	<p>Chief Executive Head of Strategic Support LSP Chairman Safer Communities Partnership Manager/Team</p>
<p>Health and Wellbeing An introduction to the Health and Wellbeing Board and Clinical Commissioning Group</p>	<p>21 September 2015 Council Chamber 6pm 28 September 2015 Committee Room 1 2pm</p>	<p>Head of Public Health</p>
<p>Risk Management and Civil Contingencies An introduction to Risk Management and the Emergency Operations Centre at West Berkshire Council</p>	<p>7 September 2015 Committee Room 1 6pm 14 September 2015 Council Chamber 2pm</p>	<p>Risk Manager Civil Contingencies Manager</p>

Session and content	Date and time	Delivered by
<p>The changing world of communications A guide to local and social media</p>	<p>5 October 2015 Council Chamber 6pm 15 October 2015 Council Chamber 2pm</p>	<p>The Press Team</p>
<p>Introduction to the Communities Directorate A guide to statutory duties, performance requirements and West Berkshire partners Safeguarding – everybody’s business Safeguarding for adults and children</p>	<p>11 June 2015 Council Chamber 2pm or 6pm</p>	<p>Corporate Director - Communities</p>
<p>Corporate Parenting</p>	<p>28 June 2015 Council Chamber 4pm followed by Corporate Parenting Panel</p>	<p>Corporate Director - Communities</p>
<p>Planning & Licensing Update</p>	<p>Ad hoc</p>	<p>Head of Planning & Countryside Head of Culture & Environment Protection</p>
<p>Planning & Licensing Update</p>	<p>Ad hoc</p>	<p>Head of Planning & Countryside Head of Culture & Environment Protection</p>
<p>Policy & Finance Update</p>	<p>21.10.15 - 6:00pm Council Chamber 4.11.15 - 2:00pm Council Chamber</p>	<p>Chief Executive Head of Strategic Support</p>

Session and content	Date and time	Delivered by
Policy & Finance Update	12.04.16 - 6:00pm Council Chamber 20.04.16 - 2:00pm Council Chamber	Chief Executive Head of Strategic Support

The mentoring of new Members by existing Members to be arranged by the Groups.