

**Proposed Member Induction programme
and Member Development Programme 2019/20**

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 Training to be provided to all Members before collecting their WBC IT equipment</p>	<p>07 May 2019 Roger Croft Room/ Shaw House (TBC) Five sessions across the day</p>	<p>Kerry Taylor, HR</p>
<p>Introduction to Equalities – Mandatory for all Members Definitions, legislations and its relevance to West Berkshire</p>	<p>28 May 2019 Council Chamber 6pm</p> <p>Or</p> <p>10 June 2019 Council Chamber 2pm</p>	<p>Head of Commissioning Equalities Officer Legal Services</p>
Mandatory sessions for new Members (All Members welcome)		

Session and content	Date, venue and time	Delivered by
<p>Welcome to West Berkshire Council</p> <p>Introduction to Local Government</p> <ul style="list-style-type: none"> - Introduction to West Berkshire Council - Overview of directorates and services - The bigger picture - partnerships - Your role as a Corporate Parent - The WBC workforce and the assistance you can expect. 	<p>07 May 2019 Great Hall Shaw House 6pm</p>	<p>Chief Executive Corporate Directors Heads of Service</p>
<p>Security and registration with the Information Commissioner</p> <ul style="list-style-type: none"> - An explanation of Freedom of Information and Data Protection issues <p>Surviving the first three months – what Members really need to know</p> <ul style="list-style-type: none"> - Your role including ward representation - The roles of back benchers and Executive Members - The democratic process in detail (Part I and Part II papers) - What each committee does and how it operates - What to expect at meetings. - How does the Council meeting function including rules of debate, dress code, how to address colleagues - Member/Officer relationships - Dealing with enquiries from the public - Outside Bodies - Housekeeping – car parking, allowances <p>The Rules of Governance</p> <ul style="list-style-type: none"> - Decision making and the law - The Council's Constitution - The Code of Conduct including Social Media Protocol - Declaration of Interests, Gifts and Hospitality - The role of the Governance and Ethics Committee in dealing with complaints 	<p>09 May 2019 Council Chamber 2pm</p> <p>Or</p> <p>13 May 2019 Council Chamber 6pm</p>	<p>Head of Strategic Support Head of Legal Services Democratic Services Manager Deputy Monitoring Officers Data Protection Officer</p>

Session and content	Date, venue and time	Delivered by
<p>Introduction to Local Government Finance</p> <ul style="list-style-type: none"> - How the Council is funded and how performance is reported. - The Medium term Financial Strategy - The Capital Strategy - The Investment and Borrowing Strategy 	<p>14 May 2019 Council Chamber 6pm</p> <p>Or</p> <p>03 June 2019 Council Chamber 2pm</p>	<p>Head of Finance and Property</p>
<p>Safeguarding</p> <ul style="list-style-type: none"> - Everybody's business. Safeguarding for adults and children - Reference to County Lines – with Thames Valley Police - What to do if you become aware of an allegation 	<p>16 May 2019 Council Chamber 6pm</p> <p>Or</p> <p>19 June 2019 Council Chamber 2pm</p>	<p>Head of Adult Social Care</p> <p>Head of Children & Family Services</p> <p>Democratic Services Manager</p>
<p>Introduction to the Council's Policy Framework</p> <ul style="list-style-type: none"> - West Berkshire 2036 - Council Strategy 2019/2023 - West Berkshire Local Plan - Economic Strategy - Housing Strategy - Building Communities Together - Parish Planning and the Devolution agenda 	<p>20 May 2019 Council Chamber 2pm</p> <p>Or</p> <p>04 June 2019</p>	<p>Strategic Support</p> <p>Planning</p> <p>Housing</p> <p>Building Communities Together</p> <p>Finance and Property</p>

Session and content	Date, venue and time	Delivered by
<ul style="list-style-type: none"> - Property Investment Strategy - The Corporate Programme 	Council Chamber 6pm	
Mandatory sessions for all Members appointed to Planning Committees (All Members welcome)		
An introduction to the Planning Process <ul style="list-style-type: none"> - The planning process and legislation - Planning policy at the national level - The role of Members and Officers - The role of Ward Members and Executive Members - How planning applications are dealt with - Committee meetings, call ins, site visits - Planning Appeals 	09 May 2019 Council Chamber 6pm Or 13 May 2019 Council Chamber 2pm	Planning Legal Services
Mandatory sessions for all Members appointed to Licensing Committee (All Members welcome)		
An introduction to the Licensing Process <ul style="list-style-type: none"> - Overview of the Licensing Act 2003 - Overview of the Gambling Act 2005 - The Members role and how Sub-Committees run 	15 May 2019 Council Chamber 2pm Or 20 May 2019	Public Protection and Culture Legal Services.

Session and content	Date, venue and time	Delivered by
	Roger Croft Room 6pm	
Mandatory sessions for all Members appointed to Appeals Panel (All Members welcome)		
<p>Your role in Appeals</p> <p>A guide to:</p> <ul style="list-style-type: none"> - HR disciplinary appeals (dismissal of employees) - Home to School Transport Appeals, - Council Tax Appeals 	<p>15 May 2019 Council Chamber 6pm</p> <p>Or</p> <p>21 May 2019 Council Chamber 2pm</p>	<p>School TransportTeam HR Strategic Support Legal Services Revenues and Benefits</p>

2019/20 Member Development Programme

Session and content	Date and time	Delivered by
Member Development Programme 2019/20		
Chairing Skills This training is designed to enable Members to consider all aspects of the Chairman's role and encourage them to devise practical ways of developing their performance in this area.	11 June 2019 Council Chamber 6.30pm	Mark Palmer, Development Director South East Employers
Risk Management and Civil Contingencies An introduction to Risk Management within the Council and to the Emergency Operations Centre	June and July 2019 (repeat)TBC	Civil Contingencies Manager Strategic Support
Communications - Different ways to engage with our communities - Why do we need the media? - How do we engage with the media? - What to do when contacted by the media? - Newspaper versus Broadcast - Local media – The picture	16 July 2019 Council Chamber 6pm	The Press Team
Corporate Parenting An introduction to your role as a corporate parent.	25 June 2019 Council Chamber 4pm followed by Corporate Parenting Panel	Corporate Director - Communities
Planning, Appeals & Licensing Update	Ad hoc	Relevant Heads of Service

Session and content	Date and time	Delivered by
Policy & Finance Update	14 October 2019 Council Chamber 2pm Or 21 October 2019 Council Chamber 6pm	Chief Executive Head of Finance Head of Strategic Support
Policy & Finance Update	March 2020 Dates to be confirmed	Chief Executive Head of Finance Head of Strategic Support
Corporate Programme An introduction to the Council's Corporate Programme.	10 September 2019 Council Chamber 2pm Or 16 September 2019 Council Chamber 6pm	Strategic Support Chief Executive
Health and Wellbeing	November 2019 TBC	Corporate Director Communities Health and Wellbeing Board Strategic Support
Scrutiny	January 2020 TBC	External Training
Complaints, Freedom of Information Requests, Data Protection and Case Work	February 2020 TBC	Strategic Support Waste Highways

Session and content	Date and time	Delivered by
Education	April 2020 TBC	Children and Young People

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