

Proposed Member Induction and Development Programme 2023-24

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>4 or 5 sessions held at different times in Roger Croft Room</p>	<p>ICT</p>
Mandatory sessions for new Members (All Members welcome)		
<p>Welcome to West Berkshire Council Introduction to Local Government - Introduction to West Berkshire Council - Overview of departments and services - The bigger picture - partnerships - Your role as a Corporate Parent - The WBC workforce and the assistance you can expect.</p>	<p>Evening session at Shaw House</p>	<p>Chief Executive Executive Directors Service Directors/Heads of Service</p>



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<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>2 sessions held at different times in the Roger Croft Room / hybrid</p>	<p>Monitoring Officer Democratic Services Manager</p>
<p>Introduction to Local Government Finance</p> <ul style="list-style-type: none"> - How the Council is funded and how performance is reported - The Investment and Borrowing Strategy - The Medium term Financial Strategy - The Capital Strategy - The Revenue Budget 	<p>Council Chamber / hybrid 2 sessions</p>	<p>Section 151 Officer</p>



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<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 - Property Investment Strategy - The Corporate Programme 	<p>Council Chamber / hybrid 2 sessions</p>	<p>Performance Development and Planning Housing Building Communities Together Finance and Property Customer Engagement and Transformation</p>
<p>Risk Management and Civil Contingencies</p> <p>An introduction to Risk Management within the Council and to the Emergency Operations Centre</p>	<p>Council Chamber / hybrid 2 sessions</p>	<p>Civil Contingencies Manager Performance and Risk</p>
<p>Corporate Parenting</p> <p>An introduction to your role as a corporate parent.</p>	<p>Council Chamber / hybrid 1 session</p>	<p>Executive Director - People</p>
<p>Communications, Engagement and Customer First</p> <ul style="list-style-type: none"> - 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 	<p>Council Chamber / hybrid 1 session</p>	<p>The Communications Team</p>



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Mandatory sessions for all Members		
<p>Security and registration with the Information Commissioner</p> <ul style="list-style-type: none"> - An explanation of Freedom of Information, Data Protection and Information Security issues 	<p>2 sessions held at different times in the Roger Croft Room / hybrid</p>	<p>Data Protection Officer</p>
<p>The Rules of Conduct and Standards</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>Council Chamber / hybrid 1 session</p>	<p>Monitoring Officer</p>
<p>Safeguarding (annual update)</p> <ul style="list-style-type: none"> - Everybody's business. Safeguarding for adults and children 	<p>Council Chamber / hybrid 2 sessions</p>	<p>Service Director - Adult Social Care Head of Children and Family Services</p>
<p>Equalities, Diversity and Inclusion</p>		<p>Legal Services Building Communities Together</p>



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Mandatory sessions for all Members appointed to a Planning Committee (All Members welcome) (annual update)		
<p>An introduction to the Planning Process</p> <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 	<p>Council Chamber / hybrid 2 sessions</p>	<p>Development and Planning Legal Services</p>
Mandatory sessions for all Members appointed to the Licensing Committee (All Members welcome) (annual update)		
<p>An introduction to the Licensing Process</p> <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 	<p>Council Chamber / hybrid 2 sessions</p>	<p>Public Protection and Culture Legal Services</p>
Mandatory sessions for all Members appointed to the Appeals Panel (All Members welcome) (annual update)		
<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>Council Chamber / hybrid 2 sessions</p>	<p>School Transport Team Human Resources Legal and Democratic Revenues and Benefits</p>



Session and content	Date, venue and time	Delivered by
Mandatory session for all Members appointed to Scrutiny Commission or Health Scrutiny Committee (All Members welcome)		
The role and functions of the Scrutiny Commission and Health Scrutiny Committee		Legal and Democratic
Effective Scrutiny and Challenge (Scrutiny Members only)		External provider
Mandatory session for all Members appointed to the Governance Committee (All Members welcome)		
Governance and Ethics – annual update		Legal and Democratic
Fraud, Corruption, Bribery and Whistleblowing		Audit
Non-Mandatory sessions (desirable for all Members)		
The People Directorate and what they do		Executive Director (People) and relevant Services Directors/Heads of Service
The Place Directorate and what they do		Executive Director (Place) and relevant Services Directors/Heads of Service
The Resources Directorate and what they do		Executive Director (Resources) and relevant Services Directors/Heads of Service
Climate Change/Zero Carbon		Environment
The Public Protection Partnership		Public Protection



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Digital training (making best use of ICT and accessing information)		ICT Digital Services
Community Infrastructure Levy		Planning
Highways and Transport – fault reporting system		Highways
The regulatory framework where the Council has direct provision (i.e. Ofsted or CQC)		Executive Director (People)
Chairing Skills		External Provider
LGA training		
Members to visit www.local.gov.uk/events to access upcoming events		

