

Four-Year Plan

Member Development

Key

Year 1 of an Ordinary Council term	
Years 2, 3, and 4 of an Ordinary Council Term	

	Session	Expected or Desirable	Delivery	Expected Date	Reason
Year 1	Induction Day Will include: IT Collection and Training Welcome and 'Surviving the first three months' session	Expected	In person	Week after election	To ensure proper preparedness for new and continuing Members
	The Planning Process	Expected for all Planning Committee Members and Substitutes (All other Members welcome)	In person and online Training Session (Day and Evening) – Recorded for catchup viewing on the Member's Learning Hub	Before the first Planning Committee	To comply with Part 6.8, Section 3.5 of the Constitution

	The Licensing Process	Expected for all Licensing Committee Members and Substitutes (All other Members welcome)	In person and online Training Session (Day and Evening) – Recorded for catchup viewing on the Member's Learning Hub	Before the first Licensing Committee	To comply with Part 6.6.1, Section 2.3 of the Constitution
	Appeals	Expected for all Appeals Panel Members and Substitutes (All other Members welcome)	In person and online Training Session (Day and Evening) – Recorded for catchup viewing on the Member's Learning Hub	Before the first Appeals Panel or Hearing	To comply with Part 6.1, Section 3.4 of the Constitution
	GDPR / Data Protection / Information Security / FOI	Expected for all Members (Attendance at any of the weekly online sessions is also sufficient)	Online via the Member Learning Hub	As soon as possible	To ensure that the Council meets its obligations under the existing access to information legislation and guidance from the Information Commissioner's Office (ICO)
	Decision Making and Chairs Training	Expected for all Chairmen (Desirable for all Members)	In person and online Training Session – Recorded for catchup viewing on the Member's Learning Hub	Within the first two months	To ensure proper decision making is followed and to equip Chairmen with the skills needed to effectively fulfil their roles



	Role, Functions, and Effective Questioning Skills for Scrutiny	Expected for all Health Scrutiny Committee and Scrutiny Commission Members (All other Members welcome)	In person and online Training Session – Recorded for catchup viewing on the Member's Learning Hub	Within the first two months	To introduce Members to the Scrutiny functions of Council and prepare Members to participate in that
	Finance, Governance, and Audit	Expected for Governance Committee Members (All other Members welcome)	In person and online Training Session – Recorded for catchup viewing on the Member's Learning Hub	Before the end of the second quarter	To inform Members about the Council's finances, governance arrangements, and audit processes
	Corporate Parenting Responsibilities	Expected for all Members	In person and online Training Session – Recorded for catchup viewing on the Member's Learning Hub	Before the end of the second quarter	To inform Members about their role as Corporate Parents
	Safeguarding	Desirable for all Members	In person and online Training Session – Recorded for catchup viewing on the Member's Learning Hub	Before the end of the second quarter	To inform Members about their safeguarding responsibilities



	The Council's Directorates and What They Do and an introduction to the Policy Framework	Desirable for all Members	In person and online Training Session – Recorded for catchup viewing on the Member's Learning Hub	Before the end of the second quarter	To inform Members about the structure of the Council, what team is responsible for what, and to introduce the Policy Framework.
	Code of Conduct and Standards Issues	Desirable for all Members	In person and online Training Session – Recorded for catchup viewing on the Member's Learning Hub	Before the end of the second quarter	To inform Members about their obligations under the Code
	Fraud, Corruption, and Bribery Awareness and Whistleblowing	Desirable for all Members	In person and online Training Session – Recorded for catchup viewing on the Member's Learning Hub	Before the end of the third quarter	To ensure that a robust culture of anti-fraud, corruption, and bribery awareness is created and to inform Members about whistleblowing provisions
	Risk Management and Emergency Planning	Desirable for all Members	In person and online Training Session – Recorded for catchup viewing on the Member's Learning Hub	Before the end of the third quarter	To inform Members about the Council's risk management and emergency planning actions



Years 2, 3, and 4	The Planning Process – annual refresher	Expected for all Planning Committee Members and Substitutes (All other Members welcome)	In person and online Training Session – Recorded for catchup viewing on the Member's Learning Hub	Before the first Planning Committee of Municipal Year	To comply with Part 6.8, Section 3.5 of the Constitution
	The Licensing Process – annual refresher	Expected for all Licensing Committee Members and Substitutes (All other Members welcome)	In person and online Training Session – Recorded for catchup viewing on the Member's Learning Hub	Before the first Licensing Committee of Municipal Year	To comply with Part 6.6.1, Section 2.3 of the Constitution
	Appeals – annual refresher	Expected for all Appeals Panel Members and Substitutes (All other Members welcome)	In person and online Training Session – Recorded for catchup viewing on the Member's Learning Hub	Before the first Appeals Panel or Hearing of Municipal Year	To comply with Part 6.1, Section 3.4 of the Constitution
	GDPR / Data Protection / Information Security / FOI	Expected for all Members	Online via the Member Learning Hub	As soon as possible at the beginning of the Municipal Year	To ensure that the Council meets its obligations under the existing access to information legislation and guidance from the Information Commissioner's Office (ICO) This annual training supports Members in understanding the evolving nature of data protection and information security risks



	Corporate Parenting Responsibilities – annual refresher	Expected for all Corporate Parenting Panel and Children and Young People Scrutiny Committee Members (All other Members welcome)	Online via the Member Learning Hub	As soon as possible at the beginning of the Municipal Year	To keep Members informed about their role as Corporate Parents and update them with any new responsibilities
	Emergency Planning – annual refresher	Optional	Online via the Member Learning Hub	In October or November	To keep Members informed about the Council’s current Emergency Planning and any plans that need to be highlighted at that point in time
	Specific Training for the Municipal Year	Optional or Desirable as per the session	In person and online Training Session – Recorded for catchup viewing on the Member’s Learning Hub	Immediately before or after a meeting of the relevant Committee or with their own evening slot	To keep Members informed about Committee specific topics and areas of development or any other areas identified where a Development Session would be beneficial
	LGA E-Learning	Optional	LGA Councillor E-Learning Portal	Available at any point and can be completed across the four-year term of the Council	To supplement the training provided by the Council

