Member Induction, Briefing and Training Scheme 2026-27

Content	Target audience	When
Introduction to the Council ● Corporate welcome ● Introduction to partnerships inc. Publica, Ubico, CFEU, SWAP ● Overview of welcome pack and induction ● Overview of Council governance ● Member and Officer roles ● Code of Conduct training ● Modern.gov app set-up ● Declaration of acceptance of office (if not done at count) ● Tour of the building ● Official photograph	New member	13 May 2026 11.00 – 4.00 pm inc. lunch In person – Council Chamber? 4 hours

Type of training	Target audience	When
Social Media Training	All	14 May 2026, 4.30 pm – 5.30 pm Virtual
Planning Skills To ensure that all Members are equipped with the essential planning knowledge and skills they need as Committee Members/Substitutes and Ward Councillors. To include: ● Introduction to the planning process ● Planning at West Oxfordshire District Council ● Being on a Planning Committee	All	20 May 2026, 3.00pm – 5.00pm – In person (After Full Council) 2 hours
Planning – Mock Committee Meeting	Planning Committee Members	1 June 2026, 2.00pm – 3.00pm – In person Council Chamber

Licensing An introductory course to ensure that the Licensing Committee members are equipped to determine applications.	All/ Licensing Committee members	11 June 2026, 2.00pm – 4.00 pm – In-person Committee Room 2 Recording and slides of the 2024 training can be viewed on the Councillor Portal 1.5 hours
Chairing Skills training The session covers the following elements and is intended for Committee Chairs, Vice Chairs and aspiring Chairs. It is bespoke to the Council's Constitution, protocols and rules of procedure. • Role and Purpose of the Chair • 'Prepare to Chair' • The 'flying start' - managing standard items • Managing the meeting (business, order and outcomes - including votes • Key constitutional knowledge • Avoiding common errors and 'deadly sins' A small number of Chairs will have the opportunity to practice some of the strategies outlined should they wish to do so.	All	24 June 2026, 6.00pm – 7.30pm – In person, Committee Room 1 1.5 hours
Audit, Fraud and Risk Awareness and Governance Committee training An overview of the roles and responsibilities of the Audit and Governance Committee, including: • The role of Chief Finance Officer (Section 151 Officer) • External Audit • Internal Audit • Risk	All/ Audit and Governance Committee Members	9 July 2026, 2.00 pm – 6.00pm time tbc In person Committee Room tbc 3 hours

• Treasury Management • The Counter Fraud and Enforcement Unit • Annual Statement of Accounts		
Overview and Scrutiny Skills	All/Overview and Scrutiny Members	Details to be added

Member Briefings

Date	Location	Start Time	Briefing Topic
21-May-26	Hybrid - Teams and Chambers	5.30 pm	Data Protection and Cyber Awareness Training or add to induction day 13 May
27-May-26	Council Chambers	4.00 pm	Planning: Reg 19 Consultation
04-Jun-26	Microsoft Teams	5.30 pm	Gibbets Hill Reserve

Date	Location	Time	Topic
02-Jul-26	Microsoft Teams	5.30 pm	CNL (Cotswold National Landscape)
06-Aug-26	Microsoft Teams	5.30 pm	LGR if needed NO MEETINGS IN AUG
03-Sep-26	Microsoft Teams	5.30 pm	Emergency Planning/Flooding and Customer Complaints Process
17-Sep-26	Microsoft Teams	5.30pm	Cyber Security Briefing
01-Oct-26	Microsoft Teams	5.30pm	Net Zero
05-Nov-26	Microsoft Teams	5.30 pm	Community Wellbeing including Youth Development
03-Dec-26	Microsoft Teams	5.30 pm	Housing

07-Jan-27	Microsoft Teams	5.30pm	Budget 2026/2027
21-Jan-27	Microsoft Teams	5.30pm	Chief Constable and Police and Crime Commissioner Annual Presentation
04-Feb-27	Microsoft Teams	5.30 pm	Proposed 2027/28 Ubico Business Plan Briefing
18-Feb-27	Microsoft Teams	5.30 pm	Cyber Security Briefing
04-Mar-27	Microsoft Teams	5.30 pm	Oxfordshire Local Nature Recovery Strategy
	Microsoft Teams	5.30 pm	Equality, diversity and inclusion
	Microsoft Teams	5.30 pm	Safeguarding

	Microsoft Teams	5.30pm	Upgrade to Oxfordshires Electricity Network