

Annex A: DRAFT WODC Member Induction and Training Scheme 2023-24

<i>Welcome session</i>				
<i>Content</i>	<i>Target audience</i>	<i>Delivery</i>	<i>Cost</i>	<i>When</i>
Introduction to the Council <ul style="list-style-type: none"> • Corporate welcome • Publica overview • Overview of welcome pack and induction • How the Council works • Code of Conduct • Declaration of acceptance of office (if not done at count) • Official photograph • Buddying (Dem Services Officers with new members / new Cabinet Members with an Assistant Director) • Tour of building 	New members	Internal – Retained officers, Publica Directors Assistant Director locality leads, Democratic Services	Officer time	10 May 2023 (10am and 5pm) A 'meet and greet' opportunity by holding this event in person and allowing for networking over coffee break or similar 2.5 hours

<i>Skills based training</i>				
<i>Type of training</i>	<i>Target audience</i>	<i>Delivery</i>	<i>Cost</i>	<i>When</i>
Code of conduct and Constitution	All	Internal – Monitoring Officer and Chief Executive	Officer time	July 2023 TBC
Planning skills To ensure that all members are equipped with the essential planning knowledge and skills they needs as committee members/substitutes and ward councillors	All	Planning Business Manager	Officer time	24 May @ 3pm after Annual Council OR 30 May @ 10am before Lowlands
Licensing An introductory course to ensure that the Licensing Committee members are equipped to determine applications.	Licensing members	Licensing Team Leader	Officer time	TBC (1.5 hours)

Introduction to the Council's Finances	All	Chief Finance Officer	Officer time	19 July @ 4.00pm after Council?
Audit training & fraud awareness	Audit and Governance Committee	SWAP, Chief Finance Officer & Head of Counter Fraud Unit	1 day?	TBC Summer/Autumn 2023
Social media	All	Communications team	Officer time	TBC Summer/Autumn 2023
Equality and Diversity	All	External TBC	c. £2k	TBC Summer/Autumn 2023
Media skills for lead members	Cabinet Members	External – Media First. Publica wide?	c. £4k	TBC Summer/Autumn 2023
Emergency Planning - The role of the District Council in emergencies	All	Internal - BM for Corp Governance & Emergency Planner	Officer time	TBC Summer/Autumn 2023

<i>Other external training resources</i>				
<i>Type of training</i>	<i>Target audience</i>	<i>Delivery</i>	<i>Cost</i>	<i>When</i>
Personal safety for elected representatives	All	External LGA online training	Free	As available (1.5 hours)
Political leadership skills – collection of elearning modules, work books, online resource & leadership essentials programme. New councillor hub Local Government Association Councillor e-learning Local Government Association	All Member	External – LGA Explore if the LGA could facilitate a virtual meeting to present and provide an overview	Free	As available