

Annex A: DRAFT Member Induction Programme 2024

<i>Type of training</i>	<i>Target audience</i>	<i>Delivery</i>	<i>When (indicative length)</i>
Introduction to the Council <ul style="list-style-type: none"> • Corporate welcome from the Chief Executive • Introduction to Publica • Overview of welcome pack and induction • Overview of Council Governance • Code of Conduct training • Modern.gov app set-up • Declaration of acceptance of office (if not done at count) • Official photograph • Tour of building 	New members	Internal – Retained officers, Publica Directors Assistant Director locality leads, Democratic Services	8 May 2024, choice of two sessions (10am and 5pm) 2.5 hours
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: <ul style="list-style-type: none"> • Introduction to the planning process • Planning at WODC • Being on the planning sub-committees 	All	Planning Business Manager	TBC (2 hours)
Licensing An introductory course to ensure that the Licensing Committee members are equipped to determine applications.	Licensing members	Licensing Team Leader	TBC (1.5 hours)
Introduction to the Council's Finances An overview of the Council's finances including revenue and capital, funding streams, council expenditure, treasury investments and the national financial context.	All	Director of Finance	TBC (1.5 hours)

<p>Audit & fraud awareness</p> <ul style="list-style-type: none"> • An overview of the roles and responsibilities of the Audit and Governance Committee, the Chief Finance Officer (Section 151 Officer), Internal Audit and External Audit. • A brief introduction to the Counter Fraud Enforcement Unit Partnership, general fraud awareness, risk areas affecting Local Government and Member responsibilities. 	<p>Audit and Governance Committee</p>	<p>SWAP, Director of Finance & Head of Counter Fraud Unit</p>	<p>TBC (2 hours)</p>
<p>Communications and social media</p> <p>This session will provide an introduction to how the Council's Communications Team works, how they can support Members, how the Council deals with the local media and the role in that of ward member.</p> <p>It will also cover in depth how Members can use social media, advice on how to manage social media as a local councillor and how to avoid some of the pitfalls users can fall into.</p>	<p>All</p>	<p>Communications team</p>	<p>TBC (1.5 hours)</p>
<p>Equality and Diversity</p> <p>A general overview of inclusion, including unconscious bias.</p>	<p>All</p>	<p>External TBC</p>	<p>TBC (2 hours)</p>
<p>Standards hearings</p> <p>An overview of the procedure to be followed at Standards Sub-Committee hearings, where members will determine allegations that the Code of Conduct has been breached by a district, town or parish councillor.</p>	<p>Standards Sub-Committee</p>	<p>Director of Governance</p>	<p>TBC (1 hour)</p>