

New councillor induction modules

Module 1: Welcome and key things to know

This module is usually held on the Tuesday after the Election, ahead of the Annual Council Meeting

Contents:

Civic building evacuation; introductions; overview of key points (meeting procedures, declarations of interest, petitions and motions); Information Security; ICT requirements; media awareness; photo and administration (Register of Interests documents etc)

Module 2: Planning Committee

This module is held after the Annual Council meeting where Appointments to Committees are agreed, and before the first Planning committee and is for newly appointed Councillors to the Planning Committee.

Contents:

This module includes the role of a planning committee member; meeting procedure; LGA planning and Probity guidance.

Module 3: Varied content

This all-day session comprises multiple sessions delivered by key officers from across the Council. This is usually held 3 – 4 weeks after the Election.

Contents:

Roles and responsibilities including more in-depth information about Code of Conduct, registering interests and declarations of interests and the use of social media

Overview of the Council's Constitution including Standing Orders and Financial regulations

Corporate Strategy and Objectives; Equality and Inclusion; and the Council's response to Climate Change & its Action Plan

Committee structure, scrutiny, motions to Council and petitions

Freedom of information, Data Protection and the UK General Data Protection Regulation

Safeguarding