

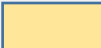


## **Induction and training package for newly and re-elected members of Herefordshire Council.**

As a member of the council you are required to undergo induction and mandatory training to enable you to fully utilise your position as democratically elected community leaders. This will normally take place within one month of being elected and at appropriate intervals thereafter.

A record will be kept by the monitoring officer of the training you undertake. Your training is linked to your councillor's allowance. All mandatory training has to be completed in order to draw down the full basic allowance.

Tables 1 and 2 below present the induction and training timetable. Please add these dates to your diary.

### **Tables 1 and 2 below are colour coded as follows:**

 = Mandatory Induction     = Mandatory Training Sessions     = Optional, but highly recommended for all members

**Table 1: Councillors' induction and training programme May to October 2023**

Time	Session	Venue	Lead teams	Notes
5 May	Newly elected and returning members sign their declaration of acceptance and receive their welcome and induction papers	Halo Leisure Centre	Chief Executive, Monitoring Officer, Legal and Democratic Services	Newly elected/re-elected members will also be given an appointment slot to pick up their ICT equipment and security pass
10 May, 2023. 14.00pm to 16.00pm	<b>Session 1:</b> Corporate parenting and children's safeguarding	The Conference Suite, Plough Lane	Director and Service Directors – Children's Services	Mandatory – this is a compulsory training session which all members must attend.  Members will only need to attend one of the allotted sessions
10 May, 2023 18.00pm and 20.00pm	<b>Session 2:</b> Corporate parenting and children's safeguarding	The Conference Suite, Plough Lane		
10 May, 2023 All day	Members ID/Security Passes issued/return signed papers (as issued on 5 May)	The Conference Suite, Plough Lane	Democratic Services and Facilities Management	Newly elected/re-elected members will be given an appointment slot to have their photo I.D. passes issued
11 May, 2023 14.30pm to 16.30pm	Chief Executive and Corporate Leadership Team -Welcome	The Conference Suite, Plough Lane	Corporate Leadership Team	To officially welcome newly and re-elected members to Herefordshire Council
11 May, 2023	Issue of ICT equipment and ICT orientation training	The Conference Suite, Plough Lane	Hoope and Democratic Services	

10.00am to 12.00pm & 16:00pm to 20:00pm				Members will only need to attend their pre-allotted time slot
12 May, 2023  10.00am to 12.00pm & 14.00pm to 16.00pm		The Conference Suite, Plough Lane	Hoople and Democratic Services	
15 May, 2023  10.00am to 12.00pm	<b>Session 1:</b> Adults Safeguarding	The Conference Suite, Plough Lane	Director, Community Wellbeing and service directors	Mandatory – this is a compulsory training session which all members must attend.  Members will need to attend one of the allotted sessions
15 May, 2023  18.00pm to 20.00pm	<b>Session 2:</b> Adults Safeguarding	The Conference Suite, Plough Lane		
16 May, 2023  14:00pm to 16:00pm	<b>Session 1:</b> Roles and responsibilities of councillors: <ul style="list-style-type: none"> <li>• Role of individual councillor, structure of council, decision making</li> <li>• Member/Officer protocol</li> <li>• Public Sector Equality Duty</li> <li>• Code of Conduct</li> </ul>	The Conference Suite, Plough Lane	Monitoring Officer and Democratic Services	Mandatory – this is a compulsory training session which all members must attend.  Members will need to attend one of the allotted sessions
16 May, 2023	<b>Session 2:</b> Roles and responsibilities of councillors:	The Conference Suite, Plough Lane		

18:00pm to 20:00pm	<ul style="list-style-type: none"> <li>• Role of individual councillor, structure of council, decision making</li> <li>• Member/Officer protocol</li> <li>• Public Sector Equality Duty</li> <li>• Code of Conduct</li> </ul>			
18 May, 2023 9.30am to 11.00am	<b>Session 1:</b> Introduction to full Council Meeting	The Conference Suite, Plough Lane	Democratic Services	This is highly recommended for newly elected members as well as re-elected members. This training explains how the council meeting works, the types of decisions the council takes and the role of members.
18 May, 2023 13.30pm to 15:00pm	<b>Session 2:</b> Introduction to full Council Meeting	The Conference Suite, Plough Lane	Democratic Services	
<b>The Annual Council Meeting, 19 May, 2023</b>				
22 May, 2023 18:00pm to 20:00pm	<b>Session 1:</b> How council decision making works.	The Conference Suite, Plough Lane	Democratic Services	This session will cover the legal frameworks and rules that enable the council to take decisions and the role members play in taking those decisions
23 May, 2023 9.30am – 12.30pm	<b>Session 1:</b> Development management and Regulatory functions. To include Ward Members' responsibilities in planning committee, planning	The Conference Suite, Plough Lane	Planning and Regulatory Team	Mandatory – this is a compulsory training session which all members must attend.

	enforcement, planning committee functions.			Members will need to attend one of the allotted sessions
23 May, 2023 17:00pm to 20:00pm	<b>Session 2:</b> Development management and Regulatory functions. To include Ward Members' responsibilities in planning committee, planning enforcement and planning committee functions.	The Conference Suite, Plough Lane	Planning and Regulatory Team	
24 May, 2023 10.00am to 12.00pm	<b>Session 2:</b> How council decision making works.	The Conference Suite, Plough Lane	Democratic Services	This session will cover the legal frameworks and rules that enable the council to take decisions and the role members play in taking those decisions
25 May, 2023 9.30am to 12.30pm	<b>Session 1:</b> Scrutiny Training, to cover: • Chairing and leading scrutiny committees • Essential of Scrutiny	The Conference Suite, Plough Lane	Democratic Services	Mandatory – this is a compulsory training session which all members must attend.  Members will need to attend one of the allotted sessions
30 May, 2023 17:00pm to 20:00pm	<b>Session 2:</b> Scrutiny Training, to cover: • Chairing and leading scrutiny committees • Essential of Scrutiny	The Conference Suite, Plough Lane	Democratic Services	
31 May, 2023 10:00am to 12:00pm	<b>Session 1:</b> Information Governance briefing, to cover: • Information security & confidentiality	The Conference Suite, Plough Lane	Head of Information Governance	Mandatory – this is a compulsory training session which all members must attend.

	<ul style="list-style-type: none"> <li>•Data protection (GDPR)</li> <li>•How to use council systems</li> </ul>			Members will need to attend one of the allotted sessions
<p>31 May, 2023</p> <p>18:00 to 20:00pm</p>	<p><b>Session 2:</b> Information Governance briefing, to cover:</p> <ul style="list-style-type: none"> <li>•Information security &amp; confidentiality</li> <li>•Data protection (GDPR)</li> <li>•How to use council systems</li> </ul>	The Conference Suite, Plough Lane	Head of Information Governance	

**Table 2: Councillors' induction and training programme June to October 2023**

Time	Session	Venue	Lead teams	Notes
6 June, 2023  18.00 pm to 20.00 pm	<b>Mop-up Session:</b> Corporate parenting and children's safeguarding	The Conference Suite, Plough Lane	Director and Service Directors – Children's Services	Mandatory – only for those members who missed the 10 May sessions
12 June, 2023  14.00 pm to 16.00 pm	Handling the media and social media	The Conference Suite, Plough Lane	Communications Team	This is highly recommended for newly elected members as well as re-elected members.
14 June, 2023  10.00am to 12.00pm	'Local Plan 2021-2041 - All members seminar' - to inform members of the upcoming public consultation on the draft Local Plan 2021-2041 and outline the content of the Local Plan including future strategic housing and employment allocations'	The Conference Suite, Plough Lane	Planning Services	This is highly recommended for newly elected members as well as re-elected members.  Only one session need be attended.
14 June, 2023  18.00am to 20.00pm		The Conference Suite, Plough Lane	Planning Services	
19 June, 2023  11.00am – 12.00pm	The session will provide: <ul style="list-style-type: none"> <li>Information about the Rural Services Network</li> <li>An overview of the key challenges facing rural communities and rural policy</li> </ul>	This is a free online training event		Places can be booked at this link: <a href="https://www.eventbrite.co.uk/e/rsn-member-induction-training-tickets-590079412407">https://www.eventbrite.co.uk/e/rsn-member-induction-training-tickets-590079412407</a>

	<ul style="list-style-type: none"> <li>Policy Asks of Government in these key policy areas</li> </ul>			
20 June, 2023 14:00pm to 16:30pm	<p>Local Resilience Forum (LRF) (Emergency Planning/Civil Contingency Planning)</p> <p>Role and responsibility of ward members in respect of their individual wards and at county level in the event of a civil contingency event occurring</p>	The Conference Suite, Plough Lane	Emergency Planning Manager	This is highly recommended for newly elected members as well as re-elected members.
29, June 2023 16.30pm to 18:30pm	<p>Budget consultation briefing to include:</p> <ul style="list-style-type: none"> <li>How council budgets work</li> <li>Finance procedure rules</li> <li>Contract procedure rules</li> </ul>	The Conference Suite, Plough Lane	Deputy 151 Officer	This is highly recommended for newly elected members as well as re-elected members.
30 June, 2023 10:00am to 12:00pm	Economic Plan and Economy and Place Board – Overview of Herefordshire’s economic challenges and opportunities, 2050 Economic vision and delivery plan.	The Conference Suite, Plough Lane	Director – Economy and Environment and Service Directors	This is highly recommended for newly elected members as well as re-elected members.
17 July, 2023 10:00am to 12:00pm	Treasury management	The Conference Suite, Plough Lane	The Link Group	This is highly recommended for newly elected members as well as re-elected members.



27 July, 2023 14.30pm to 16.30pm	The Public Realm Contract: Balfour Beatty Briefing	The Conference Suite, Plough Lane	Service Director for Transport and Highways, Head of Highways and Head of Contract Management	This is highly recommended for newly elected members as well as re-elected members.
12 September, 2023 10:00am to 12:00pm	Tour of New Model Institute in Technology and Engineering (NMITE) - a new university taking a disruptive approach to higher education. Opportunity to discuss Hereford becoming a University city, the transformation of the economy, skills, and aspiration of local younger people.	NMiTE Offices	Director – Economy and Environment, Service Directors and NMiTE officers	This is highly recommended for newly elected members as well as re-elected members.
12 September, 2023 14:00am to 16:00pm		NMiTE Offices	Director – Economy and Environment, Service Directors and NMiTE officers	
22 September, 2023 10:00am to 12:00pm	<b>Session 1:</b> Understanding Herefordshire (JSNA) <ul style="list-style-type: none"> <li>How to analyse performance data</li> <li>Effective questioning</li> </ul>	The Conference Suite, Plough Lane	Head of Intelligence Unit	This is highly recommended for newly elected members as well as re-elected members.  Only one of the sessions need be attended.
22 September, 2023 18:00am to 20:00pm	<b>Session 2:</b> Understanding Herefordshire (JSNA) <ul style="list-style-type: none"> <li>How to analyse performance data</li> <li>Effective questioning</li> </ul>			
4 October, 2023	<b>Session 1:</b> Economy and Environment Directorate: <ul style="list-style-type: none"> <li>Overview and Update</li> </ul>	The Conference Suite, Plough Lane	Director – Economy and Environment and	This is highly recommended for newly elected members as well as re-elected members.

14:00pm to 16:00pm	<ul style="list-style-type: none"> <li>• Statutory responsibilities</li> <li>• Key projects</li> </ul>		Service Directors	Only one of the sessions need be attended.
4 October 2023  18:00pm to 20:00pm	<b>Session 2:</b> Economy and Environment Directorate: <ul style="list-style-type: none"> <li>• Overview and Update</li> <li>• Statutory responsibilities</li> <li>• Key projects</li> </ul>			
10 October, 2023  14.30pm to 16.30pm	<b>Mop-up Session:</b> Adults Safeguarding	The Conference Suite, Plough Lane	Director, Community Wellbeing and service directors	Mandatory – only for those members who missed the 15 May sessions