

North East Derbyshire District Council Member Induction Programme May - June 2023

All sessions to be recorded and made available to Members

Session One (All Councillors to attend - compulsory)

WEDNESDAY 10 MAY 2023 from 4.00pm (In the Council Chamber.)

Newly elected Councillors will be welcomed in the Reception area at the Council's Mill Lane Offices and guided to the Council Chamber.

To cover:

- The Council Managing Director will welcome Councillors and introduce the Director of Finance (Jayne Dethick), the Director of Growth and Assets (Matt Broughton) and the Assistant Director of Governance and Monitoring Officer (Sarah Sternberg)
- Signing of Acceptance of Office forms – To be carried out by the Monitoring Officer and Deputy Monitoring Officer
- Completion of payroll, contact details paperwork, **Newly elected Councillors only** – To be carried out by Governance and Finance Services
- **New Councillors** to receive their Ipads or other communications devices. To be carried out by Joint ICT and Governance Services
- Official Photographs, **All Councillors** – To be carried out by the Corporate Communications Service

Session Two (For All New Councillors to Attend) Other Councillors invited

THURSDAY 11 MAY 2023 from 2.00pm

In the Council Chamber

First Module

- 'How the Council Works': General introduction to the Roles and Responsibilities of Council, Councillors and Officers – who does what and what are the boundaries, how the CPR work and KD levels etc. What to expect at a Council meeting etc. To be delivered by the Managing Director and Assistant Director of Governance and Monitoring Officer

BREAK

Second Module

- Understanding our financial position and what the Council's key priorities were during the previous four years. To be delivered by the Director of Finance

Third Module

- Understanding the Council Plan. How the Plan is developed. To be delivered by the Managing Director

Session Three

MONDAY 15 MAY 2023 from 3.00pm

In the Council Chamber

First Module (**All Councillors to Attend**)

- Councillor responsibilities under the Code of Conduct / Member Officer Protocol. To be delivered by the Monitoring Officer and Deputy Monitoring Officer

Second Module (**All Councillors to Attend**)

- Safeguarding. To be delivered by the Managing Director

BREAK

Third Module (**All Councillors to Attend**)

- Risk Management. To be delivered by the Managing Director. To be delivered by the Managing Director

Fourth Module (**All Councillors to Attend**)

- Freedom of Information and Data Protection. To be delivered by the Information, Engagement and Performance Manager

Session Four
TUESDAY 16 MAY 2023 from 2.00pm <i>In the Council Chamber</i>
<p>First Module <u>All Councillors encouraged to attend</u></p> <ul style="list-style-type: none"> • Handling the Media and Social Media. <p>Second Module <u>All Councillors encouraged to attend</u></p> <ul style="list-style-type: none"> • Staying Safe as a Councillor.

Committee Specific Training – June and July 2023

June 2023 – Before the first Planning Committee Meeting of the new Municipal Year	<p>All new Committee Members and Substitutes to attend. Existing Members invited.</p> <p>The role of Planning Committee Members. Taking Defensible Decisions. To be delivered by the Planning and Governance Services</p> <p>Following on from this Members would be directed to online self-learning or offered 1-2-1 or small group meetings with officers to discuss further</p>
June 2023 – before the first Sub-Committee meeting of the new Municipal Year.	<p>All new Committee Members to attend. Existing Members invited.</p> <p>The role of the Licensing Committee Members. Taking Defensible Decisions. To be delivered by Environmental Health Services and Legal Services</p> <p>Following on from this Members would be directed to online self-learning or offered 1-2-1 or small group meetings with officers to discuss further</p>
July 2023 – Before the first meeting of the year	<p>All new Committee Members to attend. Existing Members invited.</p>

	<p>The role of the Audit Committee in overseeing the Council's Finances To be delivered by the Director of Finance</p> <p>Following on from this Members would be directed to online self-learning or offered 1-2-1 or small group meetings with officers to discuss further</p>
<p>July 2023 – Before the first meeting of the year</p>	<p>All new Committee Members to attend. Existing Members invited.</p> <p>The role of the Standards Committee Member in overseeing the Governance of the Council To be delivered by the Assistant Director of Governance and Monitoring Officer.</p> <p>Following on from this Members would be directed to online self-learning or offered 1-2-1 or small group meetings with officers to discuss further</p>
<p>June/July 2023 – Before the first meetings of each of the three Scrutiny Committees in the new Municipal year</p>	<p>All new Committee Members to attend. Existing Members invited.</p> <p>The role of the Scrutiny Committee and the Scrutiny Committee Member To be delivered by Governance Services and Legal Services</p> <p>Following on from this Members would be directed to online self-learning or offered 1-2-1 or small group meetings with officers to discuss further</p>