

Appendix E

Draft Member Induction Training Programme for 2014/15

Mandatory Training:

- Code of Conduct & the Constitution
- Safeguarding Adults
- Safeguarding Children
- Equalities and Diversity
- Equalities Impact Assessment for Cabinet Members
- Data Protection & Data Security
- Planning
- Licensing
- Personnel Appeals
- Social Services Appeals
- Emergency Planning

The Role of a Councillor:

- Constitution, Decision Making & Governance
- Working with Officers
- Local Government Finance
- Overview & Scrutiny
- Freedom of Information & Data Protection
- Customer Services & Complaints
- Council Tax/Housing Benefit

Councillor skills:

- Chairing skills
- Confident Public Speaking
- Media Relations for Cabinet Members
- Managing Casework
- How to use and get the best out of social media & the Council's Social Media Protocol
- IT training (word, excel, powerpoint, email)

Other training:

- Personal Development Plans (PDPs)
- Other topics to be agreed in consultation with the Panel and officers