

## Councillors' induction and training programme

**May to October 2019**

Session	Time	Venue	Lead teams	Notes
<b>Friday 3 May 2019</b>				
As results are declared, councillors will be asked to sign the acceptance of office forms				
<b>Tuesday 7 May 2019</b>				
Please phone and book onto slots for the issuing of ICT equipment and training sessions. Tel number: 01432 260201				
<b>Wednesday 8 May 2019</b>				
Issue of ICT equipment	10.00 am to 1.00 pm 3.00 pm to 6.00 pm	Hereford and Leominster Room, Plough Lane	ICT	<p><b>Recommended to</b> collect IT equipment These will be 1:1 sessions which will last approximately 30 mins. Councillors will need to book on to slots and priority will be given to newly elected councillors.</p> <p>Please note that if you are a returning member you will need to bring your existing IT equipment with you. New IT equipment will not be issued until the</p>

Session	Time	Venue	Lead teams	Notes
				old equipment is handed back in.  There are different dates listed in this programme
<ul style="list-style-type: none"> <li>• Signing of acceptance of office (if not signed on 3 May)</li> <li>• Photographs</li> <li>• ID cards</li> </ul>	10.00 am to 1.00 pm 3.00 pm to 6.00 pm	Fownhope and Mordiford Room, Plough Lane	Corporate support	<b>Mandatory</b> Returning members will have the option to transfer their existing photo to a new ID card
Formal welcome and introduction from Chief Executive, directors and statutory officers	2.00 pm to 3.00 pm	Bromyard and Sutton Room, Plough Lane (two adjoining rooms)	Chief Executive All directors Statutory officers (\$151 officer and monitoring officer)	<b>Recommended</b> for new members
Market Place	12.00 pm to 6.00 pm	Atrium, Plough Lane	Council services	<b>Recommended</b> Exhibition, open all afternoon, please call in and meet representatives from council services
<b>Thursday 9 May 2019</b>				
ICT briefing: <ul style="list-style-type: none"> <li>• Information security</li> <li>• Information governance and confidentiality agreements</li> <li>• Data protection (GDPR)</li> <li>• How to use council systems</li> </ul>	10.00 am to 12.00 pm	Council Chamber Shire hall	Corporate support	<b>Mandatory</b> This is be a “round robin” style so members will rotate round at 30 mins so

Session	Time	Venue	Lead teams	Notes
				that the sessions are in smaller groups
ICT drop in for issue of equipment	12.30 am to 1.30 pm	Council Chamber Shire hall – booked JP 18.12.18		See above.
Corporate parenting and children’s safeguarding <i>A speaker from the DfE will also be present for this session</i>	2.00 pm to 4.00 pm	Council Chamber, Shire Hall	Children and Families	<b>Mandatory</b> Members will only need to attend one session
ICT drop in for issue of equipment	4.30 pm to 6.00 pm	Council Chamber Shire hall	ICT	See above
<b>Friday 10 May 2019</b>				
Adults safeguarding	10.00 am to 12.00 pm	Council Chamber, Shire hall –	Adults and Communities	<b>Mandatory</b>
ICT drop in for issue of equipment	12.30 pm to 3.30 pm	Council Chamber, Shire Hall –	ICT	See above
<b>Monday 13 May 2019</b>				
Office tour Walking tour of council offices in Hereford City. Maps will also be provided to all members to show the location of the main office bases in Hereford City.	10.00 am to 12.30 pm	Meet at Members’ area, Shire hall	Democratic services	Optional

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Roles and responsibilities of councillors: <ul style="list-style-type: none"> <li>• Role of individual councillor, structure of council, decision making, and relationship with officers</li> <li>• Equality and diversity</li> <li>• Customer service and improvement</li> <li>• Code of Conduct</li> </ul>	2.00 pm to 4.00 pm	Council Chamber, Shire hall	Corporate Support	<b>Mandatory</b>
<b>Tuesday 14 May 2019</b>				
Development management and Regulatory To include Ward Members' responsibilities re planning, planning enforcement and planning committee.	2.00 to 5.00 pm	Council Chamber Shire hall	Development Management Planning Team Legal Services Democratic Services	<b>Mandatory</b> Councillors will not be able to sit (or be a substitute) on planning and regulatory committee until this training has been completed
<b>Wednesday 15 May 2019</b>				
Roles and responsibilities of councillors <ul style="list-style-type: none"> <li>• Role of individual councillor, structure of council, decision making, and relationship with officers</li> <li>• Equality and diversity</li> <li>• Customer service and improvement</li> <li>• Code of Conduct</li> </ul>	6.00 pm to 8.00 pm	Hereford Room, Leominster Room Bromyard Room, Sutton Room, Plough Lane	Corporate Support	<b>Mandatory</b> This is be a "round robin" style so members will rotate round at 30 mins so that the sessions are in smaller groups
<b>Thursday 16 May 2019</b>				
Development management and Regulatory To include Ward Members' responsibilities regarding planning, planning enforcement and planning committee.	6.00 pm to 8.30 pm	Committee Room 1, Shire Hall	Development Management Planning Team Legal Services Democratic Services	<b>Mandatory</b> Councillors will not be able to sit (or be a substitute) on planning and regulatory

Session	Time	Venue	Lead teams	Notes
				committee until this training has been completed
<b>Tuesday 21 May 2019</b>				
ICT briefing: <ul style="list-style-type: none"> <li>Information security</li> <li>Information governance and confidentiality agreements</li> <li>Data protection (GDPR)</li> <li>How to use council systems</li> </ul>	6.00 pm to 8.00 pm	Committee Room 1, Shire Hall	Corporate Support	<b>Mandatory</b> Attendance is only required by one of the sessions.
<b>Thursday 22 May 2019</b>				
Issue of smartphones to those members who have indicated that they want a smartphone in addition to a laptop.	10.00 am to 16.30 pm	Plough Lane	ICT	These will be 1:1 sessions which will last approximately 15 mins.  Please book onto a slot when you pick up your IT equipment during week commencing 6 May 2019 via 01432 260201
<b>Thursday 23 May 2019</b>				
How the council decision making process work <ul style="list-style-type: none"> <li>Forward plan</li> <li>Key and non key decisions</li> <li>Call-in</li> </ul>	9.30 am to 11.00 am	Council Chamber, Shire Hall	Democratic Services	<b>Recommended</b> for newly elected councillors
Introduction to first Council	11.30 am to 12.30 pm	Council Chamber, Shire hall	Democratic Services	<b>Recommended</b> for newly elected Councillors
<b>Friday 24 May 2019</b>				

Session	Time	Venue	Lead teams	Notes
Full Council	10.30 am to 1.00 pm	Council Chamber, Shire hall		
<b>Tuesday 4 June 2019</b>				
Corporate parenting and children's safeguarding	6.00 pm to 8.00 pm	Committee Room 1, Shire hall	Children and Families	<b>Mandatory</b> Attendance is only required at one of the sessions.
<b>Thursday 6 June 2019</b>				
Adults safeguarding	6.00 pm to 8.00 pm	Council Chamber, Shire hall	Adults and Communities	<b>Mandatory</b> Attendance is only required at one of the sessions.
<b>Saturday 8 June 2019</b>				
All mandatory training contained within one session A catch up of all the mandatory training for those elected members who cannot attend any of the sessions held during the week due to other commitments.	9.30 am to 1.30 pm	Council Chamber, Shire hall	All directorates	<b>Recommended</b>
<b>Monday 10 June 2019</b>				
Handling the media and social media	2.00 pm to 4.00 pm	Bromyard and Sutton	Communications Team	<b>Recommended</b> for all members
<b>Tuesday 18 June 2019</b>				
Local Resilience Forum (LRF) (Emergency Planning/Civil Contingency Planning) 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	2.00pm – 4.30pm	Council Chamber, Shire Hall	Corporate services	<b>Recommended</b> for all members.

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Parish Summit	6.00 pm to 8.00 pm	Council Chamber, Shire Hall	Adults and Communities	<b>Optional</b>
<b>Friday 28 June 2019</b>				
Understanding the Development Regeneration Partnership (DRP)	10.00 am to 12.00 pm	Council Chamber, Shire Hall	Economy and Place	<b>Recommended</b> for all members
<b>Monday 9 July 2019</b>				
Budget consultation briefing to include: <ul style="list-style-type: none"> <li>• How council budgets work</li> <li>• Finance procedure rules</li> <li>• Contract procedure rules</li> </ul>	4.30 pm to 6.30 pm	Council Chamber, Shire Hall	Corporate support	<b>Recommended</b> for all members
<b>Monday 15 July 2019</b>				
Treasury management	10.00 am to 12.00 pm	Council Chamber, Shire Hall	Corporate support	<b>Recommended</b> for all members
<b>Thursday 25 July 2019</b>				
Balfour Beatty Briefing	2.30 pm to 4.30 pm	Venue tbc		<b>Optional</b>
<b>Tuesday 10 September</b>				
NMiTE briefing	10.00 am to 12.00 pm	Leominster and Hereford Room, Plough Lane	Economy and Place	<b>Optional</b>
<b>Friday 20 September 2019</b>				
Understanding Herefordshire (JSNA) <ul style="list-style-type: none"> <li>• How to analyse performance data</li> <li>• Effective questioning</li> </ul>	10.00 am to 12.00 pm	Council Chamber, Shire Hall	Strategic Business Intelligence Unit	<b>Optional</b>
<b>Wednesday 2 October 2019</b>				

Session	Time	Venue	Lead teams	Notes
Economy and Place Directorate: <ul style="list-style-type: none"> <li>• Overview and Update</li> <li>• Statutory responsibilities</li> <li>• Key projects</li> </ul>	2.30 pm to 4.30 pm	Council Chamber, Shire Hall	Economy and Place	<b>Optional</b>
<b>Tuesday 8 October 2019</b>				
Adults and Communities Directorate: <ul style="list-style-type: none"> <li>• Overview and Update</li> <li>• Statutory responsibilities</li> <li>• Key projects</li> <li>• Key projects</li> </ul>	2.30 pm to 4.30 pm	Council Chamber, Shire Hall	Adults and Communities	<b>Optional</b>
<b>Thursday 17 October 2019</b>				
Children and Families Directorate <ul style="list-style-type: none"> <li>• Overview and Update</li> <li>• Statutory responsibilities</li> <li>• Key projects</li> </ul>	2.30 pm to 4.30 pm	Council Chamber, Shire Hall	Children and Families	<b>Optional</b>