

## Induction Programme: Sessions delivered during 2023

Delivered in person:

THESE SESSIONS WERE MANDATORY FOR:			
Event Details/Objectives	Main Presenter(s)/Facilitator	Audience	Frequency/Notes
<b>Welcome event:</b> <ul style="list-style-type: none"> <li>• Introduction to the Council.</li> <li>• Opportunities and challenges facing Cheshire East in next four year.</li> </ul>	Chief Executive/CLT Members	All Councillors	Stand-alone session held during induction year only.
<b>Getting Started with IT Workshop:</b> <ul style="list-style-type: none"> <li>• Handout of ICT kit; including a basic overview of the device.</li> </ul>	ICT Services	All Councillors	ICT kit is replaced every four years. Next refresh due in May 2027.
<b>Councillors' Code of Conduct:</b> <ul style="list-style-type: none"> <li>• General principles of conduct.</li> <li>• Specific obligations in relation to standards of conduct by Cheshire East Councillors.</li> </ul>	Monitoring Officer/Director of Governance and Compliance	All Councillors	Part of the annual training programme (see Appendix B).
<b>Committee Procedures:</b> <ul style="list-style-type: none"> <li>• Committee procedural rules and decision-making process at Cheshire East.</li> </ul>	Director of Governance and Compliance/Head of Democratic Services	All Councillors	Session held during induction year only. Annual training delivered via Committee system module on Learning Lounge (Appendix B).
<b>Working effectively as a CE Councillor:</b> <ul style="list-style-type: none"> <li>• Member/officer relations in respect of the wider policy framework.</li> <li>• Making decisions at Committee.</li> <li>• Councillors' code of conduct.</li> <li>• Values and behaviours.</li> </ul>	Monitoring Officer/Director of Governance and Compliance	All Councillors	Stand-alone session held during induction year only.

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<p><b>Planning Training Part 1:</b></p> <ul style="list-style-type: none"> <li>• Introduction to the planning process.</li> <li>• Legislation/ policy guidance and its importance in decision making.</li> <li>• Enforcement.</li> <li>• General approach and guidance.</li> </ul>	Head of Planning	Open to all Councillors, but mandatory for Planning Committee members.	Forms part of the mandatory training delivered to any member who sits on Planning Committee.
<p><b>Planning Training Part 2:</b></p> <ul style="list-style-type: none"> <li>• Roles/responsibilities of officers, consultees, the committees (as individuals and as a committee) and developers.</li> <li>• Planning matters (material considerations) and the role of conditions and legal agreements.</li> <li>• Probity and the code of conduct for planning committee member and the life of a planning application.</li> </ul>	Head of Planning	Open to all Councillors, but mandatory for Planning Committee members.	Forms part of the mandatory training delivered to any member who sits on Planning Committee.
<p><b>Planning Training part 3:</b></p> <ul style="list-style-type: none"> <li>• Prepare for a planning meeting, within a practical committee setting i.e., role of officers and members in committee.</li> <li>• Committee site visits.</li> <li>• Preparing for committee.</li> <li>• How to review applications on-line and contact case officers.</li> <li>• Public speaking at committee.</li> <li>• Making a decision.</li> </ul>	Head of Planning	Planning committee members.	Forms part of the mandatory training delivered to any member who sits on Planning Committee.

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<p><b>Service and Committee Briefings:</b></p> <ul style="list-style-type: none"> <li>• Introduction by the Chair.</li> <li>• Membership.</li> <li>• Dates and Locations.</li> <li>• Directorate Presentations. <ul style="list-style-type: none"> <li>Introduction from the Chief Executive.</li> <li>Behaviours and Rule Book.</li> <li>Corporate Plan 2021 – 2025.</li> <li>Briefing on key issues.</li> <li>Budget.</li> </ul> </li> <li>• Terms of reference.</li> <li>• Work programme.</li> </ul>	<p>Executive Director/Service Director/Head of Service</p>	<p>All Service Committee members</p>	<p>Stand-alone sessions held during induction year only.</p> <p>Abridged sessions are delivered to members joining the Committee at any other time.</p>
<p><b>Financial Management Code:</b></p> <ul style="list-style-type: none"> <li>• Background and principles.</li> <li>• Financial decision making.</li> <li>• Role of service committees.</li> <li>• Financial planning and reporting cycle.</li> <li>• Revenue budget and MTFS.</li> <li>• Capital Planning and programme.</li> <li>• Management of reserves.</li> <li>• Treasury management.</li> </ul>	<p>Section 151 Officer</p>	<p>All Councillors</p>	<p>Sessions are held every year as part of MTFS budget setting (Appendix B).</p>
<p><b>Scrutiny Committee Training:</b></p> <ul style="list-style-type: none"> <li>• Committee purpose and role.</li> <li>• Taking an analytical approach.</li> <li>• Basic principles of scrutiny. <ul style="list-style-type: none"> <li>Questioning skills.</li> <li>What are our objectives.</li> <li>Key lines of enquiry.</li> <li>Active listening/reflection.</li> </ul> </li> </ul>	<p>Ian Parry, Centre for Governance and Scrutiny</p>	<p>Members of the Scrutiny Committee</p>	<p>Stand-alone sessions held during induction year.</p> <p>Discussions ongoing to repeat training and roll out general scrutiny training to all members.</p>

Delivered via Learning Lounge:

Event Details/Objectives	Main Presenter(s)/Facilitator	Audience	Frequency/Notes
<p><b>Protecting and Managing Information:</b> Set of courses designed to help inform members about the creation, use, sharing and disposal of information safely and effectively. Courses cover the UK General Data Protection Regulation (UK GDPR), Information Security and Records Management.</p>	Learning Lounge	All Councillors	Annually
<p><b>Dignity at work:</b> Covers dignity at work, bullying and harassment, how behaviour can impact on others, acceptable and unacceptable behaviour for members, identify what action to take if have concerns.</p>	Learning Lounge	All Councillors	Annually
<p><b>Equality in the workplace:</b> Increase awareness of equality in the workplace and to identify the expectations on elected member in terms of their behaviour.</p>	Learning Lounge	All Councillors	Annually
<p><b>Cheshire East Committee system</b> Committee procedural rules and decision-making process at Cheshire East.</p>	Learning Lounge	All Councillors	Annually

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<b>Safeguarding Adults:</b> Overview of Adults Safeguarding.	Learning Lounge	All Councillors	Annually
<b>Safeguarding Children:</b> Insight into the safeguarding of children and young people and how to respond to potential safeguarding issues.	Learning Lounge	All Councillors	Annually
<b>Members' Health and Wellbeing:</b> One module from mental health/personal resilience/managing your priorities/managing yourself and your time	Learning Lounge	All Councillors	Annually

Delivered in person or via MS Teams

<b>DISCRETIONARY SESSIONS:</b>			
<b>Event Details/Objectives</b>	<b>Main Presenter(s)/Facilitator</b>	<b>Audience</b>	<b>Frequency/Notes</b>
<b>ICT Bitesize Sessions:</b> Windows/Outlook/Teams.	ICT Services	All Councillors	Held during year one.  Primarily targeted at new members but open to all Councillors.
<b>Introduction to Highways:</b> <ul style="list-style-type: none"> <li>• Meet the team</li> <li>• How to make contact with the service</li> <li>• Highway Funding</li> <li>• MTFS Proposals</li> <li>• Safety</li> <li>• Asset specific information</li> <li>• 2023/24 Works Programme</li> <li>• 2023/24 Ward Member Funding</li> </ul>	Head of Highways and Transport	All Councillors	Primarily targeted at new members but open to all Councillors.  Part of a regular series of Highways events held each year (Appendix B).
<b>Data Protection Responsibilities:</b> Understand your data protection responsibilities. <ul style="list-style-type: none"> <li>• Why compliance is important.</li> <li>• Understand your role in Freedom of Information (FOI) Requests.</li> <li>• Use of Email.</li> <li>• Recognise information security/data breaches.</li> <li>• Do's and Don'ts.</li> <li>• Further information and advice</li> </ul>	Data Protection Officer	All Councillors	Supplementary session offered in year one alongside the mandatory Protecting and Managing Information module on Learning Lounge.

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<b>Essential Information for Cllrs:</b> e.g., ICT, Members' allowances, member training, member support.	Senior Member Development Officer	All Councillors	Held during year one.  Primarily targeted at new members but open to all.
<b>Mod.Gov App Training:</b> Orientation event to help members to navigate Mod.Gov app.	ICT Services	All Councillors	Held during year one but available on request.  To promote use of Mod.Gov app to access agendas.
<b>Introduction to Learning Lounge:</b> Orientation event to help members to navigate Learning Lounge.	Workforce Development Advisor	All Councillors	To support the mandatory online learning programme.  Sessions scheduled periodically each year (Appendix B).

Delivered via Learning Lounge:

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<b>Introduction to Local Government:</b> Facts and information, and links to other resources.	Learning Lounge	All Councillors but aimed at those members new to local government/role of the Councillor.	Module classed as induction training but remains accessible on Learning Lounge.
<b>Unconscious Bias:</b> Course will help members to identify, acknowledge and challenge unconscious bias in the workplace.	Learning Lounge	All Councillors	Module classed as induction training but remains accessible on Learning Lounge.