

DRAFT INDUCTION AND REFRESHER PROGRAMME 2024




Training and development opportunities within the Induction and Refresher Programme have been distributed across several weeks to ensure the learning is manageable and delivered within a suitable timeframe. The Programme is still in development and there is further work to do to refine the timing and content of each development opportunity.

In order to assist members in identifying which development opportunity might be most important to them, training has been assigned the following categories:

1. **Strongly Recommended:** this training is essential for newly elected councillors. Returning councillors are encouraged to attend to refresh their knowledge on the subject matter.
2. **Core:** this is fundamental training for particular committees but is open to all members. All members are encouraged to attend the core training for the committee(s) they will sit on.
3. **Mandatory:** this training is essential training for members and should be completed by all members unless specified for certain committees only.

Additional online mandatory training will consist of E-Learning courses including: Safeguarding, Equality Act 2010, GDP/Information Governance and IT Security. The E-Learning courses must be completed within 12 months of election although members are strongly encouraged to complete in E-Learning courses within the first 6 months of election or re-election.

The Induction and Refresher Programme is set out in one timetable starting in Week One and ending in Week 40. All training relevant to a certain committee has been colour coded to allow members to prioritise training most important to them. A supplementary 'Committee Focussed Timetable' is included which groups the training relevant to each committee in one place.

-  Audit and Standards Committee (A&S)
-  Community Services and Licensing Committee (CS&L)
-  Development Control Committee (DCC)
-  Environment Committee (EC)
-  Housing Committee (HC)
-  Strategy and Resources Committee (S&R)

Development Opportunity	Intended Audience	Priority	Date & Time	Venue	Facilitator	Refresher required
Welcome Event & Tour	All Members	Strongly Recommended	Week 1	Ebley Mill	Senior Leadership Team (SLT)	
Council - Annual Meeting (Week 2)						
Introduction to the Council Constitution	All Members	Strongly Recommended	Week 2	Ebley Mill	Monitoring Officer	
Introduction to Council Services	All Members	Strongly Recommended	Week 3	Ebley Mill	Leadership and Management Team (LMT)	
Media Training	All Members	Strongly Recommended	Week 4	Ebley Mill	Corporate Communications Manager	
Environment Committee (Week 5) – 30 Minute session on committee etiquette before meeting						
GDPR & Data Protection	All Members	Mandatory	Week 5	(Could be online)	Data Protection Officer and Information Governance Officer	Annually
Introduction to Democratic Services	All Members	Strongly Recommended	Week 5	Ebley Mill	Corporate Policy and Governance Manager	
Introduction to Licensing and Associated Hearings	CS&L Members	Mandatory	Week 5	TBC	Licensing Manager	Annually
Development Control for committee members	DCC Members	Mandatory (DCC members only)	Week 5	TBC	Head of Development Management	Annually
Development Control Committee (Week 6) – 30 Minute session on committee etiquette before meeting						
Code of Conduct	All Members	Mandatory	Week 6	Ebley Mill	Monitoring Officer	Every 2 years
What Ward Members Need to Know About Planning	All Members	Strongly Recommended	Week 6	Ebley Mill	Head of Development Management	
Housing Committee and Community Services & Licensing Committee (Week 7) - 30 Minute session on committee etiquette before meetings						
Make your Mark in Meetings and Take the Chair	All Members	Strongly recommended	Week 7	TBC	LGA	

Values & Behaviours and Member/Officer Protocol and Effective Member/Officer Relationships	All Members	Strongly Recommended	Week 7	TBC	TBC & LGA	
Introduction to Good Decision Making	All Members	Strongly recommended	Week 8	TBC	LGA	
Being an Effective Ward Member	All Members	Strongly Recommended	Week 9	TBC	LGA	
Homelessness and Introductory Tenancy Review Hearings	A&S Members	Core	Week 9	TBC	Head of Strategic Housing Services	
Audit and Standards Committee (Week 10) - 30 Minute session on committee etiquette before meetings						
Introduction to Audit Risk Assurance (ARA)	A&S Members	Core	Week 10	TBC	Head of Audit Risk Assurance (ARA)	
Procurement, Performance and Risk	All Members	Core	Week 10	TBC	Corporate Policy and Governance Manager	
Council Finance and Treasury Management	All Members	Strongly Recommended	Week 11	TBC	Head of Finance	
Introduction to safeguarding	CS&L Members	Strongly Recommended	Week 18	TBC	Head of Community Services	
Notice of Possession Proceedings (NOPP) (open to all)	A&S Members (open to all)	Mandatory (for A&S Members and open to all)	Week 18	TBC	One Legal	
Emergency Planning (open to all)	CS&L Members	Strongly Recommended	Week 19	TBC	Head of Community Services	
Housing and Development Overview	Housing Members	Core	Week 21	TBC	Head of Strategic Housing Services	
Introduction to the Local Plan	Environment Members	Strongly recommended	Week 22	TBC	Head of Planning Strategy and Economic Development	
Introduction to Youth Services	CS&L Members	Core	Week 23	TBC	Senior Youth Officer and Stroud District Youth Council	
Council tax support & Housing benefit	Housing Members	Core	Week 24	TBC	Revenue and Benefits Manager	

Introduction to the 2030 Strategy	Environment Members	Strongly recommended	Week 26	TBC	2030 Strategy Manager	
Community Safety	CS&L Members	Core	Week 27	TBC	Head of Community Services	
Introduction to the Canal Strategy	Environment Members	Strongly recommended	Week 28	TBC	Canal Project Manager	
Homeseeker Plus & Homelessness	Housing Members	Core	Week 29	TBC	Head of Strategic Housing Services	
Waste, recycling and street cleansing	CS&L Members	Core	Week 30	TBC	Community Services Manager	
Community Health & Wellbeing, The Pulse, Museum in the Park	CS&L Members	Core	Week 31	TBC	Head of Community Services	
What ward members need to know about planning	DCC Members	Strongly Recommended	Week 37	TBC	Head of Development Management	
Information Governance and Complaints	A&S Members	Core	Week 40	TBC	Information Governance Officer	

COMMITTEE FOCUSED TIMETABLE

AUDIT AND STANDARDS COMMITTEE

Homelessness and Introductory Tenancy Review Hearings	A&S Members	Core	Week 9	TBC	Head of Housing Solutions	
Introduction to ARA	A&S Members	Core	Week 10	TBC	Head of Audit Risk Assurance (ARA)	
Notice of Possession Proceedings (NOPP) (open to all)	A&S Members (open to all)	Mandatory (for A&S Members and open to all)	Week 18	TBC	One Legal	
Performance and Risk Management	A&S Members	Core	Week 20	TBC	Corporate Policy and Governance Manager	
Information Governance and Complaints	A&S Members	Core	Week 40	TBC	Information Governance Officer	

COMMUNITY SERVICES AND LICENSING COMMITTEE

Introduction to safeguarding	CS&L Members	Strongly Recommended	Week 18	TBC	Head of Community Services	
Emergency Planning (open to all)	CS&L Members	Strongly Recommended	Week 19	TBC	Head of Community Services	

Introduction to Youth Services	CS&L Members	Core	Week 23	TBC	Senior Youth Officer and Stroud District Youth Council	
Community Safety	CS&L Members	Core	Week 27	TBC	Community Services Manager	
Waste, recycling and street cleansing	CS&L Members	Core	Week 30	TBC	Community Services Manager	
Community Health & Wellbeing, The Pulse, Museum in the Park	CS&L Members	Core	Week 31	TBC	Head of Community Services	
DEVELOPMENT CONTROL COMMITTEE						
Development Control for committee members	DCC Members	Mandatory (for DCC members only)	Week 5	TBC	Head of Development Management	Annually
What ward members need to know about planning	DCC Members	Strongly Recommended	Week 37	TBC	Head of Development Management	
ENVIRONMENT COMMITTEE						
Introduction to the Local Plan	Environment Members	Strongly recommended	Week 22	TBC	Head of Planning Strategy	
Introduction to the 2030 Strategy	Environment Members	Strongly recommended	Week 26	TBC	2023 Strategy Manager	
Introduction to the Canal Strategy	Environment Members	Strongly recommended	Week 28	TBC	Canal Project Manager	
HOUSING COMMITTEE						
Housing and Development Overview	Housing Members	Core	Week 21	TBC	Head of Housing Solutions	
Council tax support & Housing benefit	Housing Members	Core	Week 24	TBC	Revenue and Benefits Manager	
Homeseeker Plus & Homelessness	Housing Members	Core	Week 29	TBC	Head Housing Solutions	
STRATEGY & RESOURCES COMMITTEE						
Procurement, Performance and Risk	All Members	Core	Week 10	TBC	Corporate Policy and Governance Manager	
Council Finance and Treasury Management	All Members	Strongly Recommended	Week 11	TBC	Head of Finance	