

**INDUCTION TRAINING FOR ELECTED MEMBERS**

<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Event</b>	<b>Type</b>	
Tuesday 9 – Friday 12 May 2023	Between 9.00am – 5:00pm	Democratic Services Office	<p><b>Democratic Services at Home ‘Drop In’</b></p> <p>Meet Democratic Services – An opportunity for New Members to meet Officers from the Democratic Services Unit and IT Support, see what we do and fill in Declarations of Interest, IT Support, ID Badges, CRB forms, Car Parking Arrangements and Ward Profiles.</p> <p>The Roles and Responsibilities will also be discussed during the ‘Drop In’</p>	<b>Optional</b>	
Tuesday 9 May 2022	10.00am – 1.15pm	Jim Cooke Conference Suite, Stockton Central Library	<b>Introduction to Stockton-on-Tees Borough Council</b>	<b>Optional</b>	
	9.45am coffee & Registration 12.30pm Lunch		National /Regional Context – Managing Director		
	1.15pm - 1.45pm		<b>Introduction to Finance, Development and Regeneration</b>		<b>Optional</b>
	1.45pm – 2.15pm		<b>Introduction to Corporate Services</b>		<b>Optional</b>
	2.15pm – 2.45pm		<b>Introduction to Children Services</b>		<b>Optional</b>
Break 2.45pm					

	3.00pm – 3.30pm		<b>Introduction to Adults and Health</b>	<b>Option</b>
	3.30pm – 4.00pm		<b>Introduction to Community Services, Environment and Culture</b>	<b>Optional</b>
Wednesday 10 May 2023	10.00am – 12.30pm  9.45am coffee & Registration 12.00pm Lunch	Jim Cooke Conference Suite, Stockton Central Library	<b>Mandatory Local Government Finance &amp; Strategic Planning – Director</b>	<b>Mandatory</b>
	1.00pm – 2.00pm	Jim Cooke Conference Suite, Stockton Central Library	<b>Mandatory Members Declaration of Interest (one of 4)</b>	<b>Mandatory</b>
	2.15pm – 3.15pm	Jim Cooke Conference Suite, Stockton Central Library	<b>Mandatory Council Procedure &amp; Meeting Procedure Rules (one of 4)</b>	<b>Mandatory</b>
Thursday 11 May 2023	10.00am – 12.30pm  9.45am coffee & Registration 12.00pm Lunch	Jim Cooke Conference Suite, Stockton Central Library	<b>Mandatory Children’s Safeguarding &amp; Corporate Parenting</b>	<b>Mandatory</b>
	5.00pm – 7.00pm	Jim Cooke Conference Suite, Stockton Central Library	<b>Mandatory Constitution (one of 4)</b>	<b>Mandatory</b>

Friday 12 May 2023	10:00am – 4:00pm	Jim Cooke Conference Suite, Stockton Central Library	<b>Mandatory Licensing Committee Training</b> – subject to first meeting of the committee	<b>Mandatory to sit on panel</b>
Monday 15 May 2023	10.00am – 12.00noon	Jim Cooke Conference Suite, Stockton Central Library	<b>Mandatory Adults Safeguarding</b>	<b>Mandatory</b>
	1.00pm – 2.00pm	Jim Cooke Conference	<b>Mandatory Members Declaration of Interest (one of 4)</b>	<b>Mandatory</b>
	2.15pm – 3.15pm	Suite, Stockton Central Library	<b>Mandatory Council Procedure &amp; Meeting Procedure Rules (one of 4)</b>	<b>Mandatory</b>
Tuesday 16 May 2023	1.00pm – 3.00pm	Jim Cooke Conference Suite, Stockton	<b>Mandatory Health &amp; Safety for members</b>	<b>Mandatory</b>
	12.45pm coffee & Registration 5.00pm – 7.00pm	Central Library	<b>Code of Conduct</b>	<b>Optional</b>
Wednesday 17 May 2023	10.00am – 12.00noon	Jim Cooke Conference Suite	<b>Mandatory Microsoft Team (inc options to be further developed to assist Member Casework Management).</b>	<b>Mandatory</b>
	1.00pm – 3.00pm	Jim Cooke Conference	<b>Mandatory Constitution (one of 4)</b>	<b>Mandatory</b>

		Suite		
Thursday 18 May 2023	10.00am – 12.00noon	Jim Cooke Conference	<b>Social Media for Members</b>	<b>Optional</b>
	1.00pm – 3.00pm	Suite	<b>Code of Conduct</b>	<b>Optional</b>
Friday 19 May 2023	10.00am – 11.00am	Jim Cooke Conference	<b>Mandatory Members Declaration of Interest (one of 4)</b>	<b>Mandatory</b>
	11.15am – 12.15pm	Suite, Stockton Central Library	<b>Mandatory Council Procedure &amp; Meeting Procedure Rules (one of 4)</b>	<b>Mandatory</b>
Monday 22 May 2023	10:00am – 12:00noon	Jim Cooke Conference Suite, Stockton Central Library	<b>Internet / Intranet for Members</b>	<b>Optional</b>
	5.00pm – 6.00pm	Jim Cooke Conference	<b>Mandatory Members Declaration of Interest (one of 4)</b>	<b>Mandatory</b>
	6.15pm – 7.15pm	Suite, Stockton Central Library	<b>Mandatory Council Procedure &amp; Meeting Procedure Rules (one of 4)</b>	<b>Mandatory</b>
Tuesday 23 May 2023	10:00am – 12:00noon	Jim Cooke Conference Suite, Stockton Central Library	<b>iShare for Members</b>	<b>Optional</b>

Wednesday 24 May 2023	<b>Annual Council</b>			
Thursday 25 May 2023	10.00am – 4.00pm	Jim Cooke Conference Suite, Stockton Central Library	<b>Mandatory Role of Planning Committee</b> For all new Members of Cttee/substitutes – subject to first meeting of the committee	<b>Mandatory to sit on panel</b>
Friday 26 <sup>th</sup> May 2023	2:00pm – 4:00pm	Jim Cooke Conference Suite, Stockton Central Library	<b>Health &amp; Wellbeing Board Induction</b>	<b>Optional</b>
Monday 29 May 2023	<b>Bank Holiday</b>			
Wednesday 31 May 2023	<b>No Induction Sessions</b>			
Thursday 1 June 2023	10.00am – 12.00noon	Jim Cooke Conference Suite, Stockton Central Library	<b>Mandatory Employee Appeals Panel Training</b> – subject to first meeting of the committee	<b>Mandatory to sit on panel</b>
Friday 2 June 2023	10.00am – 4.00pm	Jim Cooke Conference Suite, Stockton Central Library	<b>Cabinet briefings</b>	

Monday 5 June 2023	1.00pm – 2.00pm 2.00pm – 3.00pm 3.00pm – 4.00pm	Jim Cooke Conference Suite Stockton Central Library	<b>Cleveland Police Update</b>  <b>Cleveland Fire Brigade Update</b>  <b>Tees Valley Combined Authority</b>	<b>Optional</b>
Tuesday 6 June 2023	10.00am – 12.00 noon	Jim Cooke Conference Suite Stockton Central Library	<b>Carbon Literacy Training</b>	<b>Optional</b>
Wednesday 7 June 2023	5.00pm – 7.00pm	Jim Cooke Conference Suite Stockton Central Library	<b>Mandatory Constitution (one of 4)</b>	<b>Mandatory</b>
Thursday 8 June 2023	1.00pm – 3.00pm	Jim Cooke Conference Suite Stockton Central Library	<b>Mandatory Appeals &amp; Complaints</b> – subject to first meeting of the committee	<b>Mandatory to sit on panel</b>
	4:00pm – 6:00pm	Jim Cooke Conference Suite Stockton Central Library	<b>Mandatory Investigation &amp; Disciplinary</b> – subject to first meeting of the committee	<b>Mandatory to sit on panel</b>

Friday 9 June 2023	10.00am – 12noon	Jim Cooke Conference Suite Stockton Central Library	<b>Mandatory Constitution (one of 4)</b>	<b>Mandatory</b>
Monday 12 June 2023	11.00am – 12.00noon		<b>MyHR for Members</b>	<b>Optional</b>
	1.00pm – 2.30pm	Jim Cooke Conference Suite Stockton Central Library	<b>Introduction to Scrutiny/Ingredients of a Good Scrutiny Review</b> People Select Committee	
Tuesday 13 June 2023	4.00pm – 7.00pm		<b>Mandatory Appointment Panel</b> – subject to first meeting of the committee	<b>Mandatory to sit on panel</b>
Wednesday 14 June 2023	4.00pm – 7.00pm			
Thursday 15 June 2023	<b>No Induction Sessions</b>			
Friday 16 June 2023	<b>No Induction Sessions</b>			
Saturday 17 June 2023	10:00am – 4:00pm	Jim Cooke Conference Suite Stockton Central Library	Possible weekend slot for Members who could not attend the Mandatory Licensing, Planning & Employee Appeals Training	<b>Mandatory to sit on panel</b>
Monday 19 June 2023	1.00pm – 2.30pm	Jim Cooke Conference	<b>Introduction to Scrutiny/Ingredients of a Good Scrutiny Review</b> Place Select Committee	

		Suite Stockton Central Library		
Tuesday 20 June 2023	1.00pm – 2.30pm	Jim Cooke Conference Suite Stockton Central Library	<b>Introduction to Scrutiny/Ingredients of a Good Scrutiny Review</b> Adult Social Care and Health Select Committee	
Wednesday 21 June 2023	1.00pm – 2.30pm	Jim Cooke Conference Suite Stockton Central Library	<b>Introduction to Scrutiny/Ingredients of a Good Scrutiny Review</b> Children and Young People Select Committee	
Thursday 22 June 2023	<b>No Induction Sessions</b>			
Friday 23 June 2023	<b>No Induction Sessions</b>			
Monday 26 June 2023	<b>No Induction Sessions</b>			
Tuesday 27 June 2023	1.00pm – 2.30pm	Jim Cooke Conference Suite, Stockton Central Library	Media Training	
Wednesday 28 June 2023	<b>No Induction Sessions</b>			



Thursday 29 June 2023	1.00pm – 2.30pm	Jim Cooke Conference Suite Stockton Central Library	<b>Introduction to Scrutiny/Ingredients of a Good Scrutiny Review</b> Crime and Disorder Select Committee	
Friday 30 June 2023	<b>No Induction Sessions</b>			
Monday 3 July to Friday 11 August 2023 planning	Personal Support Planning – 2 x sessions available per day			<b>Optional</b>

**Mandatory eLearning Sessions to be completed in Members own time:**

- Mandatory Equality and Diversity
- Member Cyber Security and Data Protection

**Online resources and Member's Intranet**

- All introduction to directorate presentations
- Mandatory Corporate Parenting/Children's Safeguarding
- Mandatory Adults Safeguarding
- Mandatory Local Government Finance & Strategic Planning
- Mandatory Licensing Committee
- DSE assessment
- LMS eLearning courses
- Armed Forces Covenant eLearning course
- LGiU new member resources link
- Links to Member and Staff directory
- Committee Structure and membership
- Ward Information such as links to ward profiles and the ward transport budget
- Allowances scheme, claims, and approved duties information

- Links to the Constitution, information on procedure rules, code of conduct and personal safety
- Link to eGenda for Committee agenda's reports and minutes
- Member Training and Development including:
  - Links to the LGA webinars and LGA eLearning Platform
  - LGA workbooks
  - A Guide to Member Roles, Learning and Development Strategy, and Toolkit for Elected Member Mentoring
  - Link to Xentrall tutorials
  - Link to Real Safeguarding Stories
  - Presentations from Member Briefing and non-mandatory Member training sessions.
- Information on and links to Gifts, Hospitality and Member Interests
- Link to Press releases
- LGA training for Planning (Planning Advisory Service); & Finance which includes different training session for all different Cllr roles e.g. Leaders, Portfolio Holders, Backbench Members, Audit and Scrutiny Members
- LGA Personal safety for councillors (virtual webinar) - This webinar has been specially devised for councillors who are keen to improve their awareness of personal safety. Built around the role of the elected member, the session is full of practical advice and guidance
- LGA Prevention Matters Public Health

### **To Schedule:**

- ICT Training:-
  - Use of e-mail, Word, Outlook, Excel to be carried out by Stockton Learning & Development, who will attend Democratic drop-in event to provide information on courses available for individuals need.
  - Tablet device training