

Appendix A - Member Development Plan – Final Draft Version

Pre-election, all candidates will be provided with times/ dates for events in May, setting out the expectation that all new Councillors will attend, and will commit to ongoing engagement with member development.

Proposed Date and Time (7.30pm unless otherwise stated)	Training	Facilitator	Member Audience
11 May 2021 (during the day)	WELCOME TO TANDRIDGE Personal telephone contact from Chief Executive/ELT welcoming to TDC and to cover immediate basic details and to review the contents of the new councillor induction pack provided at the election count and to answer any immediate questions.	Chief Executive, ELT	Newly elected Councillors only
13 May 2021 (10am to 4pm)	INTRODUCTION TO TANDRIDGE An introduction to TDC by the Chief Executive and ELT Team, to include an introduction to: <ul style="list-style-type: none"> - Introduction to Chief Executive/ELT/SLT - Councillor roles and responsibilities - An introduction to Council meetings and the procedures at Annual Council on 20 May – election of Committees and general guidance of conduct at committee - Code of Conduct & Nolan Principles & Ethics – introduction, including equalities and diversity - Declaration of interests / Gifts and Hospitality - GDPR and Data Protection – introduction - Safeguarding/Security - The Council’s communications policy and how to communicate effectively, including and use of Social Media - Members Expenses /Collect personal details to set up allowances - Promotion of opportunities for ‘buddying’ 	Chief Executive, ELT, Monitoring Officer (Invite extended to experienced previous Chairmen)	Required Newly elected Councillors (Optional All other councillors)
18 May 2021	AN INTRODUCTION TO IT <ul style="list-style-type: none"> - Introduction to IT Policies 	IT, Committee Services	Required

	<ul style="list-style-type: none"> - How to get access to the TDC network - Email management/ Skype calls - Modern.gov - Personal mobile device issued (new councillors only) 		<p>Newly elected Councillors</p> <p>Optional</p> <p>All other councillors</p>
20 May 2021	<p>ANNUAL COUNCIL</p> <ul style="list-style-type: none"> - Photos for publicity / website - Election of Committees 	Chief Executive, ELT, Democratic Services, Comms	<p>Required</p> <p>All Councillors</p>
24 May 2021	<p>EFFECTIVE MEETINGS FOR CHAIRS AND VICE CHAIRS</p> <p>This session will deliver practical skills and tips members need to chair meetings effectively, including practical scenarios. It will include:</p> <ul style="list-style-type: none"> - Chairing skills - Understanding Standing Orders - The role of a committee chair in relation to policy development - Introduction to mentoring scheme 	External (TBC) (£)	<p>Required</p> <p>Newly elected Chairs and Vice Chairs</p> <p>Optional</p> <p>All other councillors</p>
25 May 2021 (Date and time to be confirmed with PAS)	<p>PLANNING</p> <p>REGULATORY COMMITTEE TRAINING</p> <p>Planning training provided by PAS</p>	PAS, Chief Planning Officer	<p>Required</p> <p>All councillors appointed to Planning Committee</p> <p>Optional</p> <p>All other councillors</p>
30 June 2021 (9.30am)	<p>STRATEGY & RESOURCES COMMITTEE MEMBERS WORKSHOP (COMMITTEE MEETING ON 6 JUNE 2021)</p> <p>For all members of the committee. This workshop will include information on the committee's terms of reference, sub-committees, the service delivery plan and any other relevant projects.</p>	Chief Executive, ELT	<p>Required</p> <p>All councillors appointed to S&R Committee</p> <p>Optional</p>

			All other councillors
8 June 2021 (9.30am and 7.30pm)	CODE OF CONDUCT AND STANDING ORDERS A more detailed overview of the TDC Code of Conduct and how standing order operate in the committee environment	Monitoring Officer, Democratic Services	Required All councillors
10 June 2021 (6pm)	LICENSING COMMITTEE TRAINING REGULATORY COMMITTEE TRAINING Run by Paul Holliday, Senior Licensing Officer	Senior Licensing Officer	Required All councillors appointed to Licensing Committee (Optional All other councillors)
11 June 2021 (9am)	INVESTMENT SUB-COMMITTEE MEMBERS WORKSHOP (TO BE HELD BEFORE MEETING ON SAME DAY) For all members of the committee. This workshop will include information on the committee's terms of reference and any other relevant projects.	Executive Head of Communities and/or Team	Required All councillors appointed to Investment Sub Committee Optional All other councillors
15 June 2021	COMMUNITY SERVICES COMMITTEE MEMBERS WORKSHOP (FIRST COMMITTEE MEETING ON 22 JUNE 2021) For all members of the committee. This workshop will include information on the committee's terms of reference, sub-committees, the service delivery plan and any other relevant projects.	Executive Head of Communities and Team	Required All councillors appointed to Community Services Committee Optional All other councillors
16 June 2021	INTRODUCTION TO LOCAL GOVERNMENT FINANCE	S151 & Deputy S151 Officer	Required

	An overview of local government finance, the Council's financial position and the process for setting and monitoring its budgets.		Newly elected Councillors Optional All other councillors
17 June 2021	PLANNING POLICY COMMITTEE MEMBERS WORKSHOP (FIRST COMMITTEE MEETING ON 24 JUNE 2021) For all members of the committee. This workshop will provide information on the committee including terms of reference, service delivery plan, Local Plan and other relevant projects.	Chief Planning Officer, Strategy Specialist	Required All councillors appointed to Planning Policy Committee Optional All other councillors
23 June 2021	HOUSING COMMITTEE MEMBERS WORKSHOP (FIRST COMMITTEE MEETING ON 29 JUNE 2021) For all members of the committee. This workshop will provide information on the committee including the committee's terms of reference, the service delivery plan, Housing Revenue Account, and any relevant projects.	Executive Head of Communities and/or Team	Required All councillors appointed to Housing Committee Optional All other councillors
28 June 2021	AUDIT & SCRUTINY COMMITTEE MEMBERS WORKSHOP (FIRST COMMITTEE MEETING ON 8 JULY 2021) For all members of the committee. This workshop will provide information on the committee including the committee's terms of reference, the call-in procedure and any relevant information.	S151 & Deputy S151 Officer, Monitoring Officer	Required All councillors appointed to A&S Committee Optional All other councillors
13 July 2021 (9.30am) 15 July 2021	SAFEGUARDING What does Safeguarding mean for Councillors in the District? <ul style="list-style-type: none"> - What to look out for - What to do if you discover or suspect something concerning 	TVA/External Matthew Plumridge	Required All councillors

	<ul style="list-style-type: none"> - What to do if you were asked to keep a secret - How to handle these situations if they arise and where to go for information 	Training and Facilitation (£)	
7 September 2021 (9.30am) 9 September 2021 (7.30pm)	GDPR TRAINING Training provided by Legal on current GDPR guidelines and any relevant updates	Monitoring Officer and Legal team	Required All councillors
10 November 2021 (TBC)	PLANNING REFRESHER TRAINING REGULATORY COMMITTEE TRAINING Planning training provided by PAS (TBC)	PAS and/or Chief Planning Officer (£)	Required All councillors appointed to Planning Committee Optional All other councillors
16 November 2021 (TBC)	LICENSING COMMITTEE REFRESHER TRAINING REGULATORY COMMITTEE TRAINING Run by Paul Holliday, Senior Licensing Officer	Senior Licensing Officer	Required All councillors appointed to Licensing Committee (Optional All other councillors)