

**HIGH PEAK BOROUGH COUNCIL
COUNCILLOR INDUCTION PROGRAMME**

MAY 2023 ONWARDS

| Activity | Date / Time / Venue | Purpose of Activity | Delegates invited to attend |
|---------------------------------|--|---|--|
| Welcome Meeting | 18 May 2023 4.45 p.m. Octagon Lounge, Pavilion Gardens Please note that this session will be followed by Annual Council at 7.15 p.m. and light refreshments will be provided at approximately 6.30 p.m. | To provide an overview of Borough Council functions, Councillor responsibilities, role of officers, the Strategic Alliance and support to members. | All Councillors |
| Development Control (session 1) | 19 May 2023 10.00 a.m Meeting Room A, Buxton Town Hall | The session will include an overview on planning applications from receipt to determination, role of the case officer, decision making – including site visits, probity and material considerations, use of conditions and planning obligations, appeals / costs, | Essential for all members of Development Control Committee (and potential substitutes) |

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| | | contact with officers. | |
| Select Committee Bite Size Briefing | First meeting of each Select Committee | The briefing will include an introduction to the work of the committee including the remit of the committee, a general introduction to the scrutiny process, setting the work programme and the role of task and finish groups | Essential for all members of Select Committees |
| Delivery of Council Housing | 23 May 2023 6.00 p.m. Teams | An overview of the Housing Services provided by the Council, including our landlord function and legislative duties and guidance on how and when to contact us to escalate issues | All HPBC Councillors |
| Code of Conduct Seminar | 24 July 2023 6.00 p.m. Teams 12 September 2023 2.00 p.m. Pavilion Gardens | This training will appraise members of their responsibilities under the Council's Code of Conduct, and will include: General provisions of the Code of Conduct, | Essential for all Borough and Parish Councillors (Please attend one session) |

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| | | registration of interests, Disclosable Pecuniary Interests and other interest, Dispensations, predetermination and arrangements for dealing with complaints | |
| Licensing | 13 June 2023 6.00 p.m. Board Room, Pavilion Gardens | The session will provide an overview of the Licensing Act 2003, the Gambling Act 2005, Street Trading and Taxi and Private Hire Licensing | Essential for all members of Licensing Committee (and potential substitutes) |
| Audit Committee – Core Functions Seminar | 15 June 2023 6.00 p.m. Board Room, Pavilion Gardens | To provide an overview of the core functions and responsibilities of the Audit & Regulatory Committee | All Councillors (essential for all members of Audit & Regulatory Committee) |
| Development Control (session 2) | 19 June 2023 2.00 p.m. Committee Room A, Buxton Town Hall | General DC Training | All Councillors |
| LGA New Councillors Induction Event | 20 June 2023 5.30 p.m. Via Zoom (link to be | A national virtual induction for new councillors | All new Councillors |

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| | circulated) | | |
| Development Control (session 3) | 4 July 2023 10.00 a.m. Committee Room A, Buxton Town Hall | A session to allow members and officers to review the first two meetings of Development Control Committee | Essential for all members of Development Control Committee (and potential substitutes) |
| Standards Bite Size Briefing | 5 July 2023 6.30 p.m. (At the start of the first meeting) Octagon Lounge, Pavilion Gardens | Items for discussion will include a general introduction to the Standards Framework, ethics background, the remit of the committee and setting the work programme. | Essential for all members of the Standards Committee |
| Priority Setting Day | 14 July 2023 2.00 p.m. To be re-scheduled | This session will enable councillors to contribute to a review of the Council's Corporate Plan and consider the objectives and priorities for the Council over the next four years | All Councillors |
| Local Plan Seminar | 31 July 2023 6.00 p.m. Teams | An overview of the Local Plan and the related planning process | All Councillors |
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| Data Protection | 7 September 2023 6.00 p.m. Teams | An introduction to the requirements of the General Data Protection Regulations and Data Protection Act 2018, which will enable members to be aware of their responsibilities and understand the risks associated with data protection, as well as giving guidance on how to manage casework lawfully and securely. | All Councillors (joint session with SMDC Councillors) |
| Financial Awareness Seminar | 26 September 2023 6.00 p.m. Octagon Lounge, Pavilion Gardens | To provide Councillors with an overview of Local Government Finance and will include the principles of Local Government Finance, setting the budget and medium term financial plan and financial reporting | All Councillors |
| Climate Change | 2 October 6.00 p.m. Teams or in person | To set out the Council's approach to tackling Climate Change | All Councillors |
| Emergency Planning | 10 October | To present Elected | All Councillors |

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| | 6.00 p.m. Teams or in person | Members with an overview of their role during a major incident or emergency in the High Peak | |
| Partnership Working | 19 October 6.00 p.m. Teams or in person | An overview of the Council's working arrangements with Partnerships and the Voluntary Sector | All Councillors |
| Chairing Meetings | 7 November 6.00 pm venue to be confirmed | This session, led by the LGA, will provide tips on Chairing and Effective Meetings | Essential for all those appointed as Chairs, and any other interested Councillors |
| Overview and Scrutiny | To be confirmed | An overview of the Council's Overview and Scrutiny arrangements | All Councillors |
| Tour of the Borough | To be confirmed | The Tour will provide an opportunity to view the major projects that the Council is involved in | All Councillors |

Please note that if you have been appointed to the Development Control Committee or Licensing Committee you must have attended at least one session of training before being able to sit on the committees.

Should you require any further information about any of the above training courses, please contact Rachel Rourke on 01298 28400 ex. 2139 or on rachel.rourke@highpeak.gov.uk