

**STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL
COUNCILLOR INDUCTION PROGRAMME**

Activity	Date / Time / Venue	Purpose of Activity	Delegates invited to attend
Welcome Meeting	<p>17 May 2023 4.00 p.m. Churnet Room, Moorlands</p> <p>Please note that this session will be followed by Annual Council at 6.30 p.m. and light refreshments will be provided at approximately 5.45 p.m.</p>	To provide an overview of District Council functions, Councillor responsibilities, role of officers, the Strategic Alliance and support to members. Introduction to the Management Team.	All Councillors
Planning Applications Committee Training (Session 1)	<p>19 May 2023 2pm Council Chamber, Moorlands House, Leek</p>	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, contact with officers.	Essential for all members of the Planning Application Committee

<p>Overview & Scrutiny Panel Bite Size Briefing</p>	<p>First meeting of each Overview & Scrutiny Panel</p>	<p>The briefing will include an introduction to the work of the Panel including the remit of the Panel, a general introduction to the scrutiny process, setting the work programme, role of standing sub-committees and task and finish groups</p>	<p>Essential for all members of Overview & Scrutiny Panels</p>
<p>Code of Conduct</p>	<p>8 June 2023 5:30pm – Dove Room or 13 September 2023 2pm - Council Chamber, Moorlands House, Leek</p>	<p>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, registration of interests, Disclosable Pecuniary Interests and other interest, Dispensations, predetermination and arrangements for dealing with complaints</p>	<p>Essential for all District and Town/Parish Councillors (Please attend one session)</p>
<p>Audit & Accounts Core Functions</p>	<p>9 June 2023 10am Council Chamber, Moorlands House, Leek</p>	<p>To provide an overview of the core functions and responsibilities of the Audit & Accounts Committee</p>	<p>Essential for all members of the Audit & Accounts Committee</p>

Licensing (Session 1)	13 June 2023 2pm Council Chamber, Moorlands House, Leek	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 the Licensing & Regulatory Committee
General Planning Applications Training	19 June 2023 10am Council Chamber	General session on Planning Applications	All Councillors
LGA New Councillor Induction Event	20 June 2023 5.30pm Virtual meeting via Zoom	A national virtual induction for new councillors	All Councillors
Planning Applications Committee (Session 2)	3 July 2023 2pm Council Chamber, Moorlands House, Leek	This session will enable members and officers to reflect on the first two meetings of Planning Applications Committee	All Members of the Planning Applications Committee
Local Plan Seminar	25 July 2023 2pm Council Chamber	An overview of the Local Plan and the related planning process	All Councillors
Priority Setting Day	7 September 2023 10am Churnet Room	This session will enable councillors to contribute to a review of the Council's Corporate Plan and consider	All Councillors

		the objectives and priorities for the Council over the next four years	
Data Protection	7 September 2023 6pm via 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
Financial Awareness	19 September 2023 10am	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 Training	5 October 2023 2pm Dove Room	To set out the Council's approach to tackling Climate Change	All Councillors

Emergency Planning	9 October 2023 5pm Council Chamber	To advise members of the Council's Emergency Planning procedures.	All Councillors
Partnership Working	12 October 2023 2pm Dove Room	An overview of the Council's working arrangements with Partnerships and the Voluntary Sector	All Councillors
Chairing Skills	7 November 2023	Tips for effective meetings, the role of the Chair, skills and techniques.	Essential for all those appointed as Chairs, and any other interested Councillors
Overview and Scrutiny Seminar	Date to be confirmed	An overview of the Council's Overview and Scrutiny arrangements	All Councillors
Tour of the District	Date 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 Planning Applications Committee or Licensing and Regulatory 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 Sally Hampton on 01538 395429 or email sally.hampton@staffs Moorlands.gov.uk