

Induction and Development programme

PLEASE NOTE:

If you are a member of the Planning Applications Committee or the Licensing Committee it is mandatory that you attend the relevant training session(s), otherwise you will not be able to participate in the meetings.

Welcome Event Thurs 9 May • 5pm to 8pm

Court Room, Town Hall

This session will give you the opportunity to get to know the other new Councillors and key officers who will support you through your induction. There will be a welcome address by the Chief Executive of the Councils and you will receive essential information about your role and how the Councils work. Your official photograph will be taken, and you will provide us with various information we require.

Governance and Probity Mon 13 May • 5pm to 7pm

Court Room, Town Hall

The aim of this session is to ensure new Councillors have a clear understanding of the seven principles of public life, the Councillors' Code of Conduct and how to identify 'personal' and 'prejudicial' interests – and how to declare them. The session will also include an introduction to Council, Cabinet and Committees, and Officer/Councillor roles and protocols.

Planning Training Thurs 23 May • 4pm to 7pm

Meeting Room 1 / Friston

This session will provide Councillors with an insight into how the Planning system works and the key considerations for the Planning Committee. The role and conduct of members at Planning Committee and Development Plan issues will also be covered.

This session will also provide councillors with an overview of conservation areas, listed buildings and other protected categories linked to heritage.

NB: some subject specific training events will follow later in the year.

Finance and Risk Mon 3 June • 5.30pm to 7.30pm

Court Room, Town Hall

This session will cover the Budget for 2019/20 and will give Councillors guidance on how to manage resources and risk. This session will also cover the devolved budget scheme for councillors and communities.

Scrutiny Training Thurs 6 June • 5pm to 7pm

Court Room, Town Hall

This session is open and relevant to all Councillors, but is especially important to members of the Scrutiny Committee. The session will examine what scrutiny is, the role of a member of the Committee, how the process works at Eastbourne and the role scrutiny can play in performance management and policy development.

Licensing Training Tues 11 June • 4pm to 7pm

Court Room, Town Hall

This training is essential for all new Members of the Licensing Committee but it is open to any Councillor with an interest in licensing. This session will focus on the Licensing Act 2003 and Taxi licensing and will equip Members with the skills to understand how the Licensing Committee and Sub Committees work.

Safeguarding

Wed 12 June • 5pm to 7pm

Court Room, Town Hall

This session will increase your knowledge of safeguarding issues relating to both children and vulnerable adults. The session will cover:

- A councillor's role in relation to safeguarding
 - Different types of abuse and how to recognise the signs and symptoms of abuse
 - Know what to do if you suspect abuse
 - Handle disclosures safely
 - The referral process and who to contact
 - Safeguarding Children Board and the Safeguarding Adults Board
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Media and Communications

Thurs 13 June • 5.30pm to 7.30pm Court Room, Town Hall

This session will provide you with advice and guidance on dealing with the media in your role as a Councillor. Topics will include use of social media, media interviews and statements and the role of the council's agency Cobb PR.

Performance and project monitoring

Mon 17 June • 5pm to 7pm

Court Room, Town Hall

This session will give you an overview of how performance and projects are monitored and reported on in the Council. We will take you through our performance reporting system and provide a brief explanation of our corporate performance management framework.

In addition, this session will also give you a brief introduction to our corporate project governance procedures.

Equality and Fairness

Wed 19 June • 5pm to 7pm

Court Room, Town Hall

The Council considers it very important that all our customers receive the highest quality of customer service and are dealt with in a consistently respectful manner, irrespective of their individual circumstances – be it their age, gender, ethnicity, religion, disability etc. This session focuses on the part Councillors can play in ensuring all our residents receive the quality of service they deserve.

Customer First and Neighbourhood First

Wed 26 June • 5pm to 8pm Court Room, Town Hall

This session will provide an overview of the Customer Contact, Case Management, Account Management, Neighbourhood First and Specialist Advisory teams. These teams are responsible for the processing and resolving enquiries from residents and businesses across a wide range of subjects including Council Tax, Benefits, Rents and Leaseholders, Planning, Waste and Recycling, Environmental Health, Parks and Open Spaces, Licensing, Environmental Protection, Food Safety, Health and Safety and Public Health.

Thriving Communities Weds 3 July • 5pm to 7pm

Court Room, Town Hall

This session will provide an opportunity for Councillors to learn about how the councils work in partnership with a wide range of voluntary and statutory agencies to engage communities. It will outline how the support provided through grant funding, events and initiatives are used to promote safer communities, cohesion and the wellbeing of local residents.

Commercialisation Thurs 4 July • 5.30pm to 7.30pm

Court Room, Town Hall

The aim of this session will be to brief Members on the progress across both Council's property and estates portfolios to drive commercialisation and income regeneration. Members will be presented with recent examples of delivery and will be given an overview of the future investment strategy across property, housing development and the wider public estate. This information should provide Members with a clear understanding of how social value and commercialisation can work in collaboration to achieve positive results.

Chairing Skills Workshop Tues 9 July • 5pm to 7pm

Court Room, Town Hall

This session, delivered by members of the LGA, will develop the skills and confidence of members with chairing responsibilities

The objectives of the session are:

- To consider the tasks and roles required in chairing meetings
- To examine the practicalities of managing meetings
- To observe and consider the skills of effective chairing in action

Tour of Eastbourne key sites

Thurs 11 July • Time TBC

Various sites

During this tour, Members will be introduced to the Devonshire Quarter - Eastbourne's prestigious centre for conferencing, exhibitions, culture and sport - with a briefing on the rationale behind the recent investment and a tour of the new facilities opened in the Spring of 2019. The tour will include refreshments and a light meal at the Stage Door pub. (Exact programme and timings to follow).

Quality Environment Tues 16 July • 5pm to 7pm

Court Room, Town Hall

This session will provide an overview of the national context - an agenda to be "the first generation to leave the environment in a better state than it was found" – and local programmes:

- Protecting the environment – to include air quality and flood issues
 - Parks, open spaces and improving habitats
 - Food, Health & safety
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Growth and Prosperity

Mon 22 July • 5pm to 7pm

Court Room, Town Hall

This session will provide Councillors with information relating to the functions covered by the Growth and Prosperity theme along with an understanding of the four shared strategic objectives which are:

- Regeneration, infrastructure and investment;
- Business growth;
- Tourism, arts, heritage and culture;
- Council tax and business rates.

Councillors will also learn about the strategic projects that will be supported and delivered through 2019/20 to contribute to the growth and prosperity of the area.

Getting to know your Ward

Thurs 25 July • 5.30pm to 7.30pm

Court Room, Town Hall

This practical 'hands on' session will give you an awareness of geographic information and statistics used by the Council, and how these resources can help you understand information about your ward better. You will be shown the different resources available and be able to carry out basic queries.

Housing and Development

Tues 30 July • 5pm to 7pm

Court Room, Town Hall

This session will outline the services that come under the remit of Homes First and will provide a sense of the vision for services going forward. The session will provide some insight into some on-going Housing projects and will be an opportunity for members who have a particular interest in Housing matters to get to know the Head of Homes First and discuss what we are looking to do for our customers.

Waste and Recycling

Wed 31 July • 5pm to 7pm

Court Room, Town Hall

Our waste services affect residents and visitors alike. This session will provide an overview of the national context and targets to reduce waste and increase recycling. Councillors will also be introduced to their local services, to include information about the team, performance, and work programmes and plans for the future.

For any queries, or if you are unable to attend any of the above sessions, please contact:

committees@lewes-eastbourne.gov.uk