



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.

All sessions will take place in the Ditchling and Telscombe Rooms at Southover House.

Welcome Event Weds 8 May • 2pm to 5pm **Ditchling/Telscombe Rooms**

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 • 10am to 12pm **Ditchling/Telscombe Rooms**

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 Tues 28 May • 9.30am to 1pm **Ditchling/Telscombe Rooms**

This session will provide Councillors with an insight into how the Planning system works and key considerations for the Planning Applications Committee. The session will cover Development Plan issues including Neighbourhood Planning, and working with and making decisions on behalf of the National Park Authority. The session will include legal issues and conclude with a short case study.

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

Finance and Risk Weds 29 May • 10am to 12pm

Ditchling/Telscombe Rooms

This session will cover the Budget for 2019/20 and will give Councillors guidance on how to manage resources and risk.

Media and Communications

Tues 4 June • 10am to 12pm

Ditchling/Telscombe Rooms

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.

Scrutiny Training Tues 11 June • 10am to 12pm

Ditchling/Telscombe Rooms

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 Lewes and the role scrutiny can play in performance management and policy development.

Licensing Training Weds 12 June • 10am to 1pm

Ditchling/Telscombe Rooms

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

Thurs 13 June • 10am to 12pm

Ditchling/Telscombe Rooms

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
-

Equality and Fairness

Tues 18 June • 10am to 12pm

Ditchling/Telscombe Rooms

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.

Major Regeneration Projects in the Lewes District

Thurs 20 June • 9.30am to 1pm

Ditchling/Telscombe Rooms

This session will provide Councillors with the chance to hear about the key regeneration projects of the North Street Quarter in Lewes and the Newhaven Enterprise Zone. It will include an overview of the Council's Regeneration ambitions, where we are now and our vision for the future.

Performance and Project Monitoring

Mon 24 June • 10am to 12pm Ditchling/Telscombe Rooms

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.

Customer First and Neighbourhood First

Tues 25 June • 10am to 1pm Ditchling/Telscombe Rooms

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.

Commercialisation Tues 2 July • 10am to 12pm

Ditchling/Telscombe Rooms

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.

Thriving Communities Weds 10 July • 10am to 12pm

Ditchling/Telscombe Rooms

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.

Chairing Skills Workshop

Fri 12 July • 10am to 12pm

Ditchling/Telscombe Rooms

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
-

Quality Environment Thurs 18 July • 10am to 12pm

Ditchling/Telscombe Rooms

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
-

Growth and Prosperity

Tues 23 July • 2pm to 4pm

Ditchling/Telscombe Rooms

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

Weds 24 July • 10am to 12pm

Ditchling/Telscombe Rooms

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

Mon 29 July • 2pm to 4pm

Ditchling/Telscombe Rooms

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

Thurs 1 August • 10am to 12pm

Ditchling/Telscombe Rooms

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