

Welcome to Arun District Council

Members Induction Programme 2019

The programme has three main elements:

1. Core Induction – key information, support, resources and training for new and returning councillors
2. Specific training – supporting councillors in their role as a member of a committee. Please note there are mandatory training requirements for those Members who are appointed to the Development Control, Planning Policy, Licensing, Standards and Audit & Governance Committees
3. Site visits – tours to key strategic sites and visits to meet key partner organisations

1. Core Induction

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When & Where	Session	Led by	Who should attend
9 May 2019 1700-1900	ICT training <ul style="list-style-type: none"> • Getting started with your IT equipment • Using the Modern.Gov committee management system 	ICT Team	<p>All Councillors will need to attend one of the six sessions.</p> <p>Places will be allocated on a first come first served basis – maximum of 10 per session</p> <p>Please book on this session by contacting: committees@arun.gov.uk</p>
10 May 2019 1000-1200	ICT training <ul style="list-style-type: none"> • Getting started with your IT equipment • Using the Modern.Gov committee management system 	ICT Team	<p>Please book on this session by contacting: committees@arun.gov.uk</p>
10 May 2019 1400-1600	ICT training <ul style="list-style-type: none"> • Getting started with your IT equipment • Using the Modern.Gov committee management system 	ICT Team	<p>Please book on this session by contacting: committees@arun.gov.uk</p>
13 May 2019 1430-1630	ICT training <ul style="list-style-type: none"> • Getting started with your IT equipment • Using the Modern.Gov committee management system 	ICT Team	<p>Please book on this session by contacting: committees@arun.gov.uk</p>
13 May 2019 1800-2000	ICT training <ul style="list-style-type: none"> • Getting started with your IT equipment • Using the Modern.Gov committee management system 	ICT Team	<p>Please book on this session by contacting: committees@arun.gov.uk</p>
15 May 2019 1000-1200	ICT training <ul style="list-style-type: none"> • Getting started with your IT equipment • Using the Modern.Gov committee management system 	ICT Team	<p>Please book on this session by contacting: committees@arun.gov.uk</p>

When & Where	Session	Led by	Who should attend
16 May 2019 0930-1630 (Lunch will be provided) Venue TBC	Session 2 - What is your role as Councillor? <i>How we need to work together</i> <ul style="list-style-type: none"> Working together Communication channels <i>How do you get things done - managing your expectations and boundaries?</i> <ul style="list-style-type: none"> What are the rules you must work to? What are your individual responsibilities and obligations as a councillor? <ul style="list-style-type: none"> Data protection Health and safety What can you and can't you get involved in? What does the Code of Conduct mean to you? How we can support you? <i>What is the role of a Councillor?</i> <ul style="list-style-type: none"> Being a decision taker in the Arun organisation How the political dimension affects your role Being twin or multi-hatted Being a Ward Councillor What to expect from your constituents How the officer team can help with constituency enquiries What happens at a Full Council meeting? <ul style="list-style-type: none"> What are the rules you must follow? How do you have your say? Mock debate 	Chief Executive Councillors Chief Executive and Monitoring Officer Councillors Chief Executive and Monitoring Officer Chairman of the Council Chief Executive and Monitoring Officer	All Councillors All Councillors All Councillors Newly elected Councillors

22 May 2019 1800-2000 Millennium Chamber Littlehampton Town Council Offices	Annual Council Meeting Reception <ul style="list-style-type: none"> Get to know your colleagues and the officer team 	Chairman of the Council	All Councillors
TBC	Safeguarding and Equalities <ul style="list-style-type: none"> What are your individual responsibilities and obligations as a councillor 	Group Head of Community Wellbeing and Group Head of Policy	All Councillors

2. Specific Training

When & Where	Session	Led by	Who should attend
20 May 2019 0930-1630 <i>(Lunch will be provided)</i> Council Chamber Arun Civic Centre Littlehampton Or Millennium Chamber Littlehampton Town Council Offices	A Planning Workshop for Councillors <ul style="list-style-type: none"> What are your responsibilities as a member of the Development Control Committee How does Planning law work How does the decision making process work at Arun 	Group Head of Planning and external trainer	Councillors appointed to the Development Control Committee must attend
10 June 2019 0930-1630 <i>(Lunch will be provided)</i> Council Chamber Arun Civic Centre Littlehampton	A Local Plan and Community Infrastructure Levy Workshop for Councillors <ul style="list-style-type: none"> Introduction to the Planning system What is the National Planning Policy Framework What are the requirements of the Local Plan How does the Community Infrastructure Levy (CIL) operate 	Group Head of Planning and external trainer	Councillors appointed to the Planning Policy Sub-Committee must attend
20 June 2019 1800-2000 <i>(Tea will be provided)</i> Council Chamber Arun Civic Centre Littlehampton	What is the role of Scrutiny in Arun? <ul style="list-style-type: none"> What it means What it can do How it can hold partners, contractors and other external bodies to account What further training is planned 	Group Head of Policy	Councillors appointed to the Overview Select Committee and Chairmen & Vice-Chairmen of Housing & Customer Care and Environment & Leisure Working Groups

21 June 2019 0930-1130 Council Chamber Arun Civic Centre Littlehampton	What's involved in being a member of the Licensing Committee	Group Head of Technical Services	Councillors appointed to the Licensing Committee must attend
25 July 2019 1630-1800 <i>(Tea will be provided)</i> Council Chamber Arun Civic Centre Littlehampton	What's involved in being a member of the Standards Committee	Monitoring Officer	Councillors appointed to the Standards Committee must attend
30 July 2019 1630-1800 <i>(Tea will be provided)</i> Council Chamber Arun Civic Centre Littlehampton	What's involved in being a member of the Audit & Governance Committee	Group Head of Corporate Support and Chief Internal Auditor	Councillors appointed to the Audit & Governance Committee must attend

3. Site Visits

These visits will only take place where there is sufficient interest expressed by Councillors. Places will be allocated on a first come, first served basis. Please contact the Committee Services Team to show your interest on:

Email: committees@arun.gov.uk

Tel: 01903 737611

When	Time	Visit/Tour	Led by	Who should attend
22 July 2019	0900-1230	Local Plan Strategic Sites	Group Head of Planning	All Councillors
30 July 2019 and 29 August 2019	1400-1630	Regeneration sites in the District	Group Head of Economy	All Councillors
TBC		Littlehampton Wave (New Leisure Centre)	Group Head of Community Wellbeing	All Councillors
TBC		Horticultural businesses in the District	Group Head of Policy	All Councillors
TBC		Ford Prison	Group Head of Community Wellbeing	Newly elected Councillors
TBC		Waste Recycling Plant at Ford	Group Head of Neighbourhood Services	All Councillors
TBC		Parks and Greenspaces	Group Head of Neighbourhood Services	Ward Councillors

For more information, please contact Liz Futchter, Group Head of Council Advice & Monitoring Officer on:

Email: liz.futchter@arun.gov.uk

Tel: 01903 737610