

**Arun District Council
Members Induction Programme 2023**

The programme has the following key elements:

1. Module One – Welcome to Arun and Getting Started – key information gathering, support
2. Module Two – The importance of being an Elected Member
3. Module Three – Arun – The Organisation
4. Module Four – Arun - The Place
5. Module Five – Key Partners
6. Specific training – supporting councillors in their role as a member of a committee. Please note that there are mandatory training requirements for those Members appointed to the Planning Committee; Planning Policy Committee; Licensing Committee; Standards and Audit & Governance Committees – these sessions have been highlighted in grey
7. Site visits – tours to key strategic sites and visits to meet key partner organisations and Member Briefings
8. Partnerships

1. Core Induction

When	Session	Led by	Who should attend
5 May 2023	Election Count A welcome pack of key information will be provided to all elected District Councillors	Committee Services Team	All Councillors
10 May 2023 All day session commencing at 0930-1630 and 17.30 to 19.30 <i>Both sessions to be held in the Council Chamber And Blue Room [Public Gallery]</i>	Module 1 - Welcome to Arun – Getting Started - All Day and Evening Drop-In and bookable Sessions <ul style="list-style-type: none"> • <i>Signing the Declaration of Acceptance of Office – the time slots you can book with the CEO can be found in this pack</i> • <i>Completion of Forms – Address, Contact Details for the web</i> • <i>Provision of ID for payroll purposes</i> • <i>Receiving and getting started with your IT and equipment handover – please contact Committee Services</i> • <i>Photographs for proximity passes [if not taken at Count]</i> • <i>How to access the car parking permit portal to organise free parking in the District's car parks</i> • <i>How to claim allowances</i> 	Chief Executive/Committee Services Team and IT	All Councillors

**Arun District Council
Members Induction Programme 2023**

<p>17 May 2023</p> <p>9.30 to 4.30</p>	<p>Module 1 - Welcome to Arun – Getting Started - All Day and Evening Drop-In and bookable Sessions</p> <ul style="list-style-type: none"> • <i>Signing the Declaration of Acceptance of Office – the time slots you can book with CEO can be found in this pack</i> • <i>Completion of Forms – Address, Contact Details for the web</i> • <i>Provision of ID for payroll purposes</i> • <i>Receiving and getting started with your IT and equipment handover – please contact Committee Services</i> • <i>Photographs for proximity passes [if not taken at Count]</i> • <i>How to access the car parking permit portal to organise free parking in the District's car parks</i> • <i>How to claim allowances</i> • <i>Questions on welcome pack content/how to book yourself onto sessions</i> 	<p>Chief Executive, Committee Services Team and IT</p>	<p>All Councillors</p>
<p>18 May 2023</p> <p>All day session 1000-1600</p> <p>1000-1030 1030-1100</p> <p>1100-1115 1115-1230 1230-1315 1315-1430 1430-1530</p>	<p>Module 2 – Part 2 - The Importance of being an Elected Member – Governance</p> <ul style="list-style-type: none"> • <i>Presentation on the Constitution and Member Support</i> • <i>Training on Code of Conduct and how to complete Register of Interest Forms</i> • Break • <i>Resume Code of Conduct training</i> • Lunch – which will be provided • <i>Resume Code of Conduct training</i> • <i>Submission of Register of Interest Forms and questions</i> 	<p>Paul Hoey – Director of Hoey Ainscough Associates Ltd/Monitoring Officer</p>	<p>All Councillors – including those that have been re-elected</p> <p>Committee Services Team PA to the Monitoring Officer</p> <p>Members are asked to please bring their Register of Interest form for completion at this session to hand over to Committee Services</p>

**Arun District Council
Members Induction Programme 2023**

<p>18 May 2023 1600-1900</p> <p>Council Chamber and Blue Room [Public Gallery]</p>	<p>Module 1 - Welcome to Arun – Getting Started – Afternoon Drop-In Session – Final Session</p> <ul style="list-style-type: none"> • <i>Signing the Declaration of Acceptance of Office – time slots with CEO tbc</i> • <i>Completion of Forms – Address, Contact Details for the web</i> • <i>Provision of ID for payroll purposes</i> • <i>Receiving and getting started with your IT and equipment handover – please contact Committee Services</i> • <i>Photographs for proximity passes [if not taken at Count]</i> • <i>How to access the car parking permit portal to organise free parking in the District’s car parks</i> • <i>How to claim allowances</i> • <i>Questions on welcome pack content/how to book yourself onto sessions</i> 	<p>Committee Services Team and ICT Helpdesk</p>	<p>All Councillors</p>
<p>31 May 2023 1800-2000</p> <p>14 June 2023 1800-2000</p>	<p>Annual Council Meeting</p> <ul style="list-style-type: none"> • Appointing the New Chair and Vice-Chair of the Council • Appointing Leaders and Deputy Leaders of Political Groups • Review of Proportionality following the 4 May Election and confirmation of appointments to Committees and Outside Bodies <p>Annual Council Reception</p> <ul style="list-style-type: none"> • Get to know your colleagues and the officer team 	<p>Chair of the Council</p>	<p>All Councillors</p>

**Arun District Council
Members Induction Programme 2023**

<p>21 June 2023 Session 1 - 10.00 to 12.30 Session 2 - 13.30 to 16.00</p> <p>To be repeated on 6 July 2023 Session 1 -10.00 to 12.30 Session 2 - 13.30 to 16.00 This involves two different sessions - each session having 15 Councillors in attendance</p>	<p>Module 2 – The Importance of Being an Elected Councillor - Councillor and Officer Relationships – Working Effectively Together – Managing the Political Relationship</p> <ul style="list-style-type: none"> • Clarifying the role and responsibilities of councillors and officers. • The political interface between councillors and officers – the challenges and opportunities. • Exploring perceptions, motivations and expectations of councillors and officers. • The ideal working arrangement between councillors and officers • Putting it into practice – strategies for effective and collaborative working between councillors and officers. <p>You only need to book yourself onto one of these timed sessions – as they are all the same on both dates – contact Committee Services to do this</p>	<p>South East Employers/ CMT/Monitoring Officer</p>	<p>All Councillors</p>
<p>30 and 31 May 2023</p>	<p>Further IT training</p> <ul style="list-style-type: none"> • Getting started with your IT equipment • Using the Modern.Gov committee management system • 30 May – 10.00 am to 2.00 pm • 31 May – 12 to 4.00 pm 	<p>Technology Team and Committee Services</p>	<p>All Councillors</p>
<p>Summer/Autumn 2023 [tbc]</p>	<p>Safeguarding and Equalities</p> <ul style="list-style-type: none"> • What are your individual responsibilities and obligations as a Councillor? 	<p>Group Head of Organisational Excellence</p>	<p>All Councillors</p>

**Arun District Council
Members Induction Programme 2023**

2. Specific Training/Mandatory Training for Committees

When	Session	Led by	Who should attend
24 May 2023 18.00-20.00	A Planning Workshop for Councillors <ul style="list-style-type: none"> • What are your responsibilities as a Member of the Planning Committee • How does Planning law work • How does the decision making process work at Arun • What are your responsibilities as a Member of the Planning Policy Committee 	Group Head of Planning and external trainer	All Councillors are encourage to attend Councillors appointed to the Planning Committee and Planning Policy Committee including named substitutes – this is mandatory
25 May 2023 09.30-17.00 (Lunch to be provided)	A Planning Workshop for Councillors [Session Two for those that cannot attend 24 May Session] <ul style="list-style-type: none"> • What are your responsibilities as a member of the Planning Committee • How does Planning law work • How does the decision making process work at Arun • What are your responsibilities as a member of the Planning Policy Committee 	Group Head of Planning and external trainer	All Councillors are encourage to attend Councillors appointed to the Planning Committee and Planning Policy Committee including named substitutes – this is mandatory
29 June 2023 Evening Session 18.00 to 20.30	What's involved in being a Member of the Standards Committee	Paul Hoey – Director of Hoey Ainscough Associates Ltd/Monitoring Officer	This would be useful for all Councillors to attend Councillors appointed to the Standards Committee and substitutes Committee Services Team
26 May and 6 June 2023 [daytime – exact times tbc by	What's involved in being a Member of the Licensing Committee <ul style="list-style-type: none"> • Virtual training sessions run by the Institute of Licensing 	Group Head of Technical Services	Councillors appointed to the Licensing Committee

**Arun District Council
Members Induction Programme 2023**

Institute of Licensing]			
22 June 2023 1800-2000	Treasury Management Training	Richard Bason – Senior Director – the Link Group	All Councillors especially those appointed to the Audit & Governance Committee
18 July 2023 Evening Session 1800-20.00	What’s involved in being a Member of the Audit & Governance Committee Date to be confirmed by the new Group Head of Finance and Section 151 Officer	Group Head of Finance and Section 151 Officer and Finance Team	Councillors appointed to the Audit & Governance Committee

**Arun District Council
Members Induction Programme 2023**

Site Visits/Member Briefings

When	Module 4 – Arun: The Place	Led by	Who should attend
<p>Over June to December 2023 Date or Dates TBC</p>	<p>The initial programmes is based on:</p> <p>4 (a) Visits to key sites in the District (major developments, regeneration, key departmental services and initiatives either as a whole full day or split. Plans are in place to run either tours, site visits of Member Briefings, the date of which are to be confirmed – covering the areas listed below:</p> <ul style="list-style-type: none"> • Bus tour of housing sites • Littlehampton Seafront Project and Mewsbrook Park • Waste Recycling at Ford [with WSCC] • Parks and Greenspaces – the Place St Maur and Hotham Park in Bognor Regis • Visit to Customer Services Contact Centre at the Arun Civic Centre and Bognor Regis Town Hall • Planning Matters/Strategic Sites/Local Plan • Regeneration sites/Key Arun Property & Estates Sites <p>4 (b) Meeting with Councillors for each Ward to highlight Ward profile</p> <p>There will be the opportunity to visit sites of interest on a Ward basis by arrangement with the relevant Group Head.</p>	<p>CMT/Group Heads</p>	<p>All Councillors</p>
When	Module 5 - Partners	Led by	Who Should Attend
<p>TBC</p>	<p>5 (a) Chief Executive to lead</p> <ul style="list-style-type: none"> • Outline Arun’s key partnerships, Community Strategy, short presentations from one or two key partners e.g. Police Commander 	<p>Chief Executive/CMT/Group Heads of Services</p>	<p>All Councillors</p>

Arun District Council
Members Induction Programme 2023

	<ul style="list-style-type: none">• Focus on value of partnership working and relationships• Market place – stalls representing key partners• Networking and refreshments <p>5 (b) - Member visits to partner organisations</p>		
--	---	--	--

For more information, please contact Jane Fulton, Committee Services Manager on:

Email: jane.fulton@arun.gov.uk

Tel: 01903 737611