

To: Member Development Sub-Committee

From: Kay Goldsmith, Scrutiny Research Officer – on behalf of the Member induction project group

Date: 10 December 2024

Subject: Provisional timetable for Member Induction 2025

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RECOMMENDATION that the Member Development Sub-Committee note and endorse the provisional timetable for Member Induction 2025

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## 1. Introduction

- a. Democratic Services are in the process of scheduling the Member Induction sessions for May and June 2025. The purpose of the sessions is to ensure new Members have the skills and knowledge required to confidently deliver their role.
- b. The team are liaising with officers in the relevant services to secure the dates and confirm the detailed agenda for the sessions.

## 2. Timetable for training

- a. The table below shows the provisional training calendar, highlighting where dates have been confirmed with the officers delivering the training. Where dates are not yet confirmed, Democratic Services are still working on securing these.
- b. The format of the training (virtual or in person) is being reviewed on a case by case basis. Unless otherwise stated, all training will be delivered by KCC officers.

Date	Training	Confirmed?
w/b 5 May 2025	Induction week (completing forms, signing declarations, collecting ICT)	Yes
w/b 12 May 2025	Full Council training and introduction to KCC governance processes	
20 May 2025	Planning Applications Committee	
27 May 2025	Regulation Committee Appeal Panel (Transport)	Yes
2 June 2025	Governance and Audit Committee	Yes
w/c 2 June 2025	Roles and Responsibilities, including introductions to decision making and Cabinet Committees	
3 June 2025	Chair and Vice-Chair training #1 – delivered by South East Employers	Yes
5 June 2025	Personnel Committee (including Member Appointment Panels)	Yes

6 June 2025	Regulation Committee	Yes
9 June 2025	Corporate Parenting followed by Corporate Parenting Panel	Yes
w/c 9 June 2025	Decision making for executive members Pension Fund Committee Cabinet Committee procedures	
18 June 2025	Chair and Vice-Chair training #2 – delivered by South East Employers	Yes
19 June 2025	Key skills delivered by South East Employers	Yes
25 June 2025	Standards Committee	
3 July 2025	Scrutiny Committee	

### 3. Supplemental training

- a. The above training offer will be supplemented with training videos that will be available for Members to watch at their leisure. These videos are currently in development but will include:
  - i. an introduction to individual committees
  - ii. decision making
  - iii. finance
- b. There will also be information packs available which will be shared during the pre-election period with prospective Members. These will include:
  - i. Committee overviews
  - ii. Committee procedures
- c. As well as introductory videos, committee clerks will arrange briefing sessions with the relevant Members ahead of the first formal meeting. These will be arranged by the clerks once committee membership has been confirmed.

### 4. Next steps

- a. The timetable and supplemental offer will continue to be developed over the coming months, being finalised and shared with prospective Members ahead of the elections where appropriate.

**RECOMMENDATION** that the Member Development Sub-Committee note and endorse the provisional timetable for Member Induction 2025.