

Councillor Induction Programme 2025 – schedule

Phase 1 –

- Members no longer standing for office – “non-returning members” tasks to complete [IT access removed from 2nd May]
- Decision making and record retention preparation.
- Pre-election comms about timetable and documentation requirements if elected
- induction pack

Phase 2 – Welcome to the County Council and being a County Councillor [May]

Title	Individual or group	Essential	Date(s)	Where	Overview
Getting started sessions/Onboarding activity	Individual	Y	6-9 May	Sessions House - where possible all rooms to be booked	<p>Relevant services stalls – Member Hub, Democratic Services, IT, Time with the Monitoring Officer/Deputy Monitoring Officer and his Governance Team</p> <p>Processes to include:</p> <ul style="list-style-type: none"> • personal info form – managed by Member Hub Team • DPIs – managed by Governance Team • declaration of office – managed by Monitoring Officer and suitable delegations • photo – suitable location(s) to be identified for photographs – indoor and outdoor • IT – managed by Cantium • DBS – managed by Employment Check Team <p>Opportunities to meet as political groups? Tour</p>

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Title	Individual or group	Essential	Date(s)	Where	Overview
IT induction	Group		TBC		TBC – Commission to be developed for this programme
Intro to the County Council - Hot Topics •	Group	Y	12-16 May	Hybrid?	If we have a large turnover of Members and Party dynamics – a hot topic conversation would be useful. Used in other authorities.
County Council procedures • Constitution • CCQs • Procedures • Election of chair Chamber layout, webcasting protocol	Group	Y	could we incorporate that into week 1 as one of the events?	Chamber And Recording for those not able to attend	An introductory session on how the Chamber operates and a settling in period – be familiar with surroundings before AGM.
Roles and Responsibilities incl. Intro to Decision Making Process	Group	Y	Share in week 2 2-4 June in person	Sessions House And Recording	As an action from the Annual Governance Statement, a structured overview of the roles and responsibilities of our Members. Bespoke Sessions for Cabinet Members in follow up or better as one Group for consistent messaging?
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Standards	Group	Y	Share in week 1	Video for reference Supplemented by no question to stupid drop in sessions for first few months.	Session to Cover: DPI, Gifts and Hospitality, Complaints, Code of Conduct Member/Officer relationships ID Card allocation
Transport appeals panel training			26 May – 30 May		TBC as we will be in Appeals Season and so business as usual will need to be coordinated around the programme. Session is expected to cover: Role of the Panel Member Role of the Member representing a constituent.
Committee overviews	Group		*In advance of first meeting and following election of Chair.	Virtual and recorded	Managed by Dem Services, will provide an overview of the role of Cabinet Committee and the subjects they cover. *Would Members benefit from knowing committee background prior to choosing their membership – could a recorded video assist in this?
Title	Individual or group	Essential	Date(s)	Where	Overview
Committees requiring	Group	Mandated	*12-23 May	Sessions	Mandated Training for:

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specific training as defined by the Constitution.				House and needs to be a recorded attendance	<p>Personnel Committee Personnel Committee – Member Appointments Panel Regulation Committee Planning Applications Committee Governance and Audit Committee **Pension Fund Committee **Pension Board</p> <p>*Would Members benefit from knowing committee background prior to choosing their membership – could a recorded video assist in this?</p> <p>We also need to boost substitution list – how do we achieve that?</p> <p>**manage their own programme</p>
Member Support	Group and individually supplemented by Member Hub		Week commencing 2 nd June	Virtual and recordings available for specific subjects	<p>Sessions will cover: Grants Expenses Allowances Support Offer Communication and Navigational Tools</p>
Title	Individual or group	Essential	Date(s)	Where	Overview
Personal Safety					TBC - This is run by Health and Safety teams in other authorities – we also must have lone

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					worker training system - LGA Supplementary Learning
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Phase 3 – Getting to Know Democracy and the Council

Title	Individual or group	Essential	Date(s)	Where	Overview
Directorate overviews	Group		TBC	TBC	In development – ideas based at the moment: Strategic Overview from Corporate Director and Director Level. Key focus points and then enhanced by a mixture of Market Stall events? Supplemented by videos Podcasts being explored too.
Finance and budget*	Group		TBC	TBC	Series of Sessions delving into Local Government Finance
Cyber security & Information Governance	Group	Y	June/ July	In Person Virtual Sway Handouts Teams Channel	Session to explore: Cyber Security The ICO; Council Information Governance Processes and Procedures Being a data controller; Freedom of Information
Title	Individual or group	Essential	Date(s)	Where	Overview
Fraud Awareness	Group Cabinet Scrutiny	Y	June/July	In Person Virtual	Looking at Fraud Awareness generally in the Council and with a focus on Decision Making.

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	G&A				
Equality, Diversity and Inclusion Bystander Training	Group	Y	Early June Early July Bi-annual DELTA	In Person	Programme Being Developed and due for testing shortly.
Chairing Skills	Group X2 as limited to 20 attendees 1 x key skills learning	Y		Virtual by an external provider 5 sessions in June being explored	Providing advice and guidance on being an effective Chair. A series of dates will be offered for Chairs, those looking to a Chairing role in the future and some local authorities suggest all Members attend so everyone understands the role. Sessions are a minimum of 20
Scrutiny Skills	Group				Provided to Scrutiny Committee Members. Proposal for condensed version to Cabinet. Districts have a joint session with Members/officers – showing the differences in role? Session covers work programming, role of scrutiny for Members and for Officers, call-in processes and topic reviews.
Governance & Audit Skills	Group	Y	In line with Committee dates	In person	TBC - Variety of activity designed by the Monitoring Officer and the Governance Team.
Title	Individual or group	Essential	Date(s)	Where	Overview
Planning Applications Committee	Group	Y	In line with committee dates	In Person	TBC - Variety of activity designed by Democratic Services, legal and Planning Team.

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Questioning Skills	Group		TBC	TBC	Given the subject, we will explore an external provider. Discussions to be held with learning and development colleagues.
Civic Office	Group		TBC	Virtual	TBC – Providing and overview of the role of the Civic Office and the service they provide to the Council, people of Kent and to those they support. The role of the Member in supporting the work of the Chairman will also be explored.
Standards (repeat)	Group	Y	TBC	Please see above	Please see above
Corporate Parenting	Group	Y	TBC	In Person	Member Development Sub Committee mentioned a really good event that we can incorporate to define responsibilities and raise awareness of the Member role in Corporate Parenting.
Outside bodies	Group	TBC	TBC	TBC	TBC – Exploring use an external speak on this subject and the complexities of serving on an outside body. SACRE and KMFRA will also form part of this.
Military Covenant	Group	Y	TBC	TBC	The role of the Member in joining with KCC as an organisation who supports our Armed Forces.

Phase 4 – Knowledge Builder

Title	Individual or group	Essential	Date(s)	Where	Overview
Social Media	Group		TBC	TBC	Assisting Members with navigating the world of

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					social media and also demonstrating the various channels that KCC are part of.
Media Training	Group Or Individual (tbc)		TBC	TBC	In such a high profile and due to the media attention on local government Members may at times be involved in media interviews and quotes. This session will provide techniques and guidance on how to manage that.
Safeguarding for Councillors	Group	Y	TBC	In Person	This will be a series of events: PREVENT Child Sexual Exploitation Awareness Serious Organised Crime Wellbeing signs in others
Health and Safety	Group	Y	TBC	In person	TBC - This is a reference in the constitution and other authorities deliver such sessions – further exploration of the delivery method and subject is currently being explored.
Wellbeing and Mental Health awareness	Group		TBC	Virtual Comms Channel	Courses as part of the wider KCC programme on health and wellbeing. Accompanied by handouts and LGA learning resources.
Complaints and Customer Service	Group	Y	TBC	Virtual	A process is being explored for Member reporting tools but this session will give an overview of how KCC manages complaints and compliments and expectation management. This will assist with Member enquiry navigation.
Title	Individual or group	Essential	Date(s)	Where	Overview
Public Speaking	Group		TBC	Virtual In Person	TBC - but expected to be delivered by an external partner. Course is expected to cover how to be an effective speaker.

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Supplementary Programme – Special Responsibility Allowance Essential Learning Programme

Programme to be developed if recommended by Committee and following discussions – suggested topics:

Title	Individual or group	Recommended	Date(s)	Where	Lead presenter	Overview
Roles and Responsibilities						
Decision Making						
Scrutiny						
Fraud Awareness						
Media						
Leadership Skills						
LGA Supplementary Courses						
Effective Opposition						
Equality, Diversity and Inclusion						
Chairing Skills						