

Appendix C of Members' Code of Conduct

**Mandatory Training**

<b>Training</b>	<b>Scope</b>	<b>Frequency</b>
<p>Planning Committee</p>	<p>Planning legislation and case law. Local Plan policies. Procedures. Role on Planning Committee.</p> <p>Role of a Member of Local Planning Authority</p> <p>Planning Code of Good Practice Relationship to Members' Code of Conduct</p> <p>Development proposals and Interests under Members' Code of Conduct Fettering Discretion in the Planning Process</p> <p>Lobbying of and by Councillors Contact with applicants, developers and objectors</p> <p>Role of Officers</p> <p>Decision Making</p> <p>Public Speaking at Meetings Site Visits</p> <p>How to determine Planning Applications</p>	<p>Prior to sitting on Planning Committee minimum of every two years. Refresher training may be given more frequently.</p>
<p>Licensing Committee and its Sub-Committees</p>	<p>Licensing legislation, policies and procedures relevant to the remit of the Committee and its Sub-Committees.</p> <p>General Principles of each Act Role of Members Ward Member Role Licensing Objectives Determining Licensing Applications</p>	<p>Prior to sitting on the Committee or its Sub-Committees minimum of every 12 months.</p>

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<p>Joint Employment and Appeals Committee and its Sub-Committees</p> <p>Employee Appeals Committee</p>	<p>Recruitment and selection.</p> <p>HR Legislation, policies and practice within the remit of the Committee and its Sub-Committee</p>	<p>Prior to sitting on the Committee or its Sub-Committee occasional refresher training may be given.</p>
<p>Standards And its Sub-Committees</p>	<p>Legislation, case law, policies and procedures relevant to the remit of the Committee and its Sub-Committees</p>	<p>Prior to sitting on the Committee or its Sub-Committees minimum of every four years.</p>
<p>Code of Conduct / Ethical Governance</p>	<p>Understanding of the Members' Code of Conduct and the governance of the Council.</p> <p>Responsibilities and role as a Councillor.</p> <p>Outline of Constitution</p> <p>Promoting and maintaining high standards of conduct by Members</p> <p>Code of Conduct (including Gifts and Hospitality)</p> <p>The Register of Interests</p> <p>Protocols</p> <p>Guidance</p> <p>Dispensations</p> <p>Political Publicity – rules</p> <p>Data Protection</p> <p>Freedom of Information</p>	<p>At the point of election and on subsequent re-election(s), or at the mid term point.</p>
<p>Equalities and Diversity</p>	<p>To tackle discrimination and social exclusion, promote equality of opportunity and foster good relations between all.</p>	<p>After each election</p>

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Safeguarding	<p>To provide guidance and advice to elected Members on;</p> <p>Roles and responsibilities in relation to safeguarding children and vulnerable adults and How Members should raise any concerns and receive assurance about children and adults who may be at risk</p>	Every 2 years.
Lone Worker	Ensuring Members keep themselves safe	<p>After election or re-election.</p> <p>Refresher (online) annually.</p>
Fraud Awareness	To raise awareness of where fraud may occur in District Councils and what actions should be taken.	After each election and bi-annually thereafter
Chairperson (if appointed as a Chair)	To ensure that Members appointed to Chairmanships have the required knowledge, skills and attributes needed to become an effective Chairman.	Following initial appointment to position and subject to previous training or experience.
Audit & Corporate Overview Scrutiny Committee	Understanding of Local Government Finances Legislation, case law, policies and procedures relevant to the remit of the Committee and its Sub-Committees.	Prior to sitting on the Committee or its Sub-Committees minimum of every four years.