

## Appendix A

## Mandatory Training

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

Part 5 Codes and Protocols - Members' Code of Conduct

Code of Conduct / Ethical Governance	<p>Understanding of the Members' Code of Conduct and the governance of the Council.          Responsibilities and role as a Councillor.          Outline of Constitution          Promoting and maintaining high standards of conduct by Members          Code of Conduct (including Gifts and Hospitality)          The Register of Interests          Protocols          Guidance          Dispensations          Political Publicity – rules          Data Protection          Freedom of Information</p>	At the point of election and on subsequent re-election(s), <i>or at the mid term point.</i>
Equalities and Diversity	To tackle discrimination and social exclusion, promote equality of opportunity and foster good relations between all.	After each election
Safeguarding	<p>To provide guidance and advice to elected Members on;</p> <ul style="list-style-type: none"> <li>□□ roles and responsibilities in relation to safeguarding children and vulnerable adults and</li> <li>□□ how Members should raise any concerns and receive assurance about children and adults who may be at risk</li> </ul>	Every 2 years.
Lone Worker	Ensuring Members keep themselves safe	After election or re-election. Refresher (online) annually.
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 Committee / Budget 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.