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| <b>MEMBERS' INDUCTION 2007 – DRAFT PROGRAMME</b> |
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| <b>SESSION</b>   | <b>PRESENTERS (Provisional)</b> |
|--|---------------------------------|
| <b>SESSION 1: BASIC TOOLKIT</b>  |                                 |
| Health & Safety  | Chris Davies                    |
| Welcome: Challenges, Priorities, Resources Etc   | Mayor and/or Chief Executive    |
| Access to Town Hall:<br><ul style="list-style-type: none"> <li>• Parking and Co-Tags</li> </ul>  | Resources Staff                 |
| Members Equipment:<br><ul style="list-style-type: none"> <li>• Phones, PC, Stationery, Storage etc.</li> </ul>   | Resources Staff                 |
| Members' Allowances<br><ul style="list-style-type: none"> <li>• What and How to Claim</li> </ul>   | Resources Staff                 |
| Dealing with Constituents:<br><ul style="list-style-type: none"> <li>• Casework/Petitions/Members One-Stop/Contact Centre/ Ward Surgeries (incl Booking etc) / FOI &amp; DP</li> </ul> | Cllr McPartland/Sylvia Reynolds |
| Key Contacts (Members and Officers)  |                                 |
| Town Hall Floor Plans:<br><ul style="list-style-type: none"> <li>• Members Facilities, Conference Rooms, Meeting Rooms, Toilets etc (walkabout)</li> </ul>                             | Resources Staff/<br>Ian Stubbs  |

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|---|------------------------------|
| <b>SESSION 2: MEMBER SUPPORT</b>  |                              |
| Members Office (Who We Are & What We Do): <ul style="list-style-type: none"> <li>Members' Handbook, Scrutiny Handbook.</li> </ul>   | Chris Davies                 |
| Chief Executive's Office: (Who We Are & What We Do): <ul style="list-style-type: none"> <li>Executive Handbook</li> </ul>   | Nigel Sayer                  |
| Members One-Stop Service  | Sylvia Reynolds              |
| Members Development: <ul style="list-style-type: none"> <li>Annual Programme, I&amp;DeA Charter, PDPs</li> </ul>  | Cllr Bloundele               |
| IT Demonstration: <ul style="list-style-type: none"> <li>E-mails, , Forward Work Programme, Executive Board Decisions, Scrutiny Monitoring, COMMIS, Members One-Stop System, Information.</li> </ul>        | Resources Staff              |
| <b>SESSION 3: MAPPING THE COUNCIL</b>   |                              |
| Governance Arrangements: <ul style="list-style-type: none"> <li>Roles of the Mayor, Council, Executive (includes CMT), Scrutiny, Quasi-Judicials etc. What they do and how it all fits together.</li> </ul> | Chris Davies/<br>Nigel Sayer |
| Roles of Councillors: <ul style="list-style-type: none"> <li>Executive, Non-Executive, Ward</li> </ul>  | Cllr Brady/Cllr Carr         |
| Civic Suite & Its Uses  | Chris Davies                 |

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|--|-----------------------------------|
| <b>SESSION 4: THE CONSTITUTION</b>   |                                   |
| Introduction to the Constitution   | Richard Long/ Maureen Braithwaite |
| Procedure Rules/Basic Rules of Debate and Behaviour                        | Richard Long/<br>Cllr Bloundele   |
| The Roles of Groups, Group Discipline, Independent Members                 | tbd                               |
| Declarations of Interest/Codes of Conduct                                  | Richard Long/ Maureen Braithwaite |
| Protocols  | Richard Long                      |
| <b>SESSION 5: HOW THE COUNCIL DELIVERS ITS BUSINESS</b>                    |                                   |
| Our Priorities:<br>• Corporate Performance Assessment                      | Karen Robinson/ Kathryn Stokes    |
| Middlesbrough Partnership  | Bren McGowan                      |
| Sustainable Community Strategy and Local Area Agreements                   | Karen Robinson/ Kathryn Stokes    |
| Outline of Key Partners:<br>• Who We Work With move this one up two rows   | Karen Robinson/ Kathryn Stokes    |
| Service Groupings and Overview of Service Areas Roles and Responsibilities | Tbd                               |

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| <b>SESSION 6 ONWARDS : Presentations by Individual Service Areas: 1 per week for next 7 weeks</b>  |  |
| Session 6: Regeneration  | Tim White/<br>Cllr David Budd                                    |
| Session 7: Finance Issues & Service Middlesbrough (to include basic introduction to Local Government Finance and Revs & Bens)                            | Paul Slocombe/ Cllr Nicky Walker                                 |
| Session 8: Environment & Neighbourhood Services  | Ian Parker/ Cllr Ron Lowes/ Cllr Bob Kerr/<br>Cllr Barry Copping |
| Session 9: Adult Care  | Jan Douglas/ Cllr Brenda Thompson                                |
| Session 10: Children, Families & Learning  | Jan Douglas / Cllr Jan Brunton/ Cllr Paul<br>Thompson            |
| Session 11: Scrutiny   | Peter Clark/ Cllr Mike Carr                                      |
| Session 12: Outside bodies – Police/Fire etc. Responsibilities of Members serving on Outside Bodies (Voluntary Organisations/ Charities/ Companies/ etc) | tbd  |

Training is now a **requirement** for Members serving on any of the Committees listed below

| COMMITTEE                                | SUMMARY OF TRAINING   | PRESENTERS<br>(Provisional)                              |
|--|---|--|
| Licensing Committee                      | Licensing legislation and guidance (including 2003 Licensing Act and 2007 Gambling Act).  | External training consultant 22 May 2007 / Legal section |
| Planning & Development Committee         | Planning legislation and guidance: Middlesbrough Council Code of Practice for dealing with Planning Applications and Related Matters.   | Planning Officer + Legal Officer                         |
| Staff Appeals Committee                  | Introduction to: <ul style="list-style-type: none"> <li>⇒ employment legislation</li> <li>⇒ the Council's HR (Human Relations) policies</li> <li>⇒ dealing with appeals</li> <li>⇒ considering evidence</li> <li>⇒ Human rights and natural justice.</li> </ul>                         | Richard Long<br>Human Resources tbd<br>Legal Officer tbd |
| Complaints & Appeals Committee           | Introduction to: <ul style="list-style-type: none"> <li>⇒ the Council's Corporate Complaints Procedures</li> <li>⇒ basics of complaints handling</li> <li>⇒ dealing with complaints and appeals</li> <li>⇒ considering evidence</li> <li>⇒ Human rights and natural justice.</li> </ul> | Chris Davies<br>Richard Long                             |
| Standards Committee                      | Introduction to the Members Code of Conduct. The complementary roles of the Standards Board for England, the Monitoring Officer and the local Standards Committee. Basics of ethics and probity.  | ?Geoff Fell?<br>Richard Long<br>Chris Davies             |
| Teesside Pension Fund & Investment Panel | Pension Funds and investments. The role of Teesside Pensions fund, and Fund Members.  | Fund Managers  |