

Redditch Borough Council

Councillor Induction and Training Programme

2026 - 27

Our approach to Member Support and Development

The Member Development Programme is agreed by the Member Support Steering Group, a cross-party group of Councillors who meet during the year to plan, implement and review training and development initiatives for Councillors.

For 2026-27 the Group have suggested the Council pursues a targeted approach to training and development. Hence the Induction starts with an introductory event which aims to provide those new to the Council with a brief guide to what they need to know in the early days. It also serves as a “short, sharp refresher” for continuing Councillors.

Where Members are unavailable to attend training on the dates set out in this programme, one-to-one training can be organised.

People learn in different ways. Whilst we offer a range of courses to support Councillors, you may find it helpful to observe meetings, discuss issues with colleagues and officers or use a workbook.

If you have a particular need which isn't met by current support, please discuss this with a member of the Democratic Services team.

Mandatory Training

Whilst attendance is not always mandatory, we have tried to provide appropriate updates for new and continuing Members and your attendance is encouraged. Where attendance is considered to be mandatory, this has been highlighted in the induction programme. Group leaders will be notified where Members do not attend mandatory training.

The following training is mandatory for returning Members who have not completed training within a two-year period:

- Audit, Governance and Standards
- Code of Conduct
- Cyber Security
- Data Protection and Safeguarding
- Equalities
- Licensing (for Members of the Licensing Committee)
- Planning (for Members of the Planning Committee and substitutes)

If you are selected to sit on Planning or Licensing Committees/Sub-Committees for the first time, you cannot act on these until you have carried out mandatory training. This is clearly shown in the tables overleaf. Group Leaders support this approach as both these roles involve making important decisions on behalf of the Council that can be challenged in the courts.

Councillors who served on these Committees during the immediately preceding Municipal year and undertook the mandatory training then, are **strongly advised** to attend subsequent refresher training. The courses are helpful for refreshing understanding and skills and for any legislative updates.

External Courses

If you wish to attend a training event arranged by an external organisation and it is not part of the agreed training programme, you must seek the view of your Political Group Leader in writing about whether it is appropriate for you to attend and for the Council to fund the costs. If agreed, please then make bookings via the Democratic Services Team.

Events in 2026-27

We have included in the programme overleaf details of each training event as follows:

Where and when; the subject and who is carrying out the training; advice about who should attend; and outcomes expected from the training. We also show where we are offering places on courses to other authorities. This helps to offset the costs of some external courses.

Jess Bayley-Hill

Principal Democratic Services Officer (Bromsgrove District and Redditch Borough Councils)

Date and Venue	Subject/Trainer	Who Should Attend and Why?	Comments and outcomes
<p>Monday 11th May</p> <p>6.00pm</p> <p>1 hour</p> <p>Oakenshaw Community Centre, Redditch</p>	<p>Introduction to Redditch Induction Night (mandatory) – a Survival Guide to the first few weeks.</p> <p>Chief Executive, other Senior officers and the Principal Democratic Services Officer</p>	<p>This training is mandatory for all new Councillors elected on 7th May. To help them settle quickly into their role with some hints and tips to support them in their first few weeks.</p> <p>Continuing Councillors are also welcome and will have the opportunity to hear an update on the Council’s position and immediate challenges.</p> <p>All Councillors will have an opportunity to sign their declaration of acceptance of office prior to this session starting.</p> <p>(John Leach, Chief Executive, needs to act as a witness).</p>	<p>A short introduction to the Council, Councillors’ roles and responsibilities and the support available.</p> <p>To enable Councillors to “hit the ground running” in the early days of office.</p> <p>To provide an opportunity for Members to complete and return key paperwork to Democratic Services.</p> <p>To provide Members with an opportunity to meet with their senior officer “buddies”.</p>

Date and Venue	Subject/Trainer	Who Should Attend and Why?	Comments and outcomes
<p>Tuesday 12th May and Thursday 14th May</p> <p>6.00pm start on both nights</p> <p>2 ½ hours each night</p> <p>Oakenshaw Community Centre, Redditch (in person only)</p>	<p>Planning training (Mandatory)</p> <p>Tim Burton, Planning Specialist</p>	<p>Open to both Councils.</p> <p>This is mandatory for Councillors who are not continuing members of the Committee, or who have not previously been trained as a substitute and wish to be a member of it or to be available to substitute. Members in this position should attend <u>both</u> sessions.</p> <p>Advisable for others who wish to learn about the planning process to support their ward role.</p>	<p>Councillors who have not previously received planning training at the Council should attend both evenings.</p> <p>Councillors on the Planning Committee will only be able to act when they have received training. This introductory course should enable them to act in an informed way from the first meeting.</p> <p>A separate refresher session is being offered on a different night to Members who previously sat on the Planning Committee or have been trained and acted as substitutes.</p> <p>This training will be delivered jointly with Bromsgrove District Council.</p>
<p>Wednesday 13th May</p> <p>6 pm</p> <p>1½ hours</p> <p>Microsoft Teams</p>	<p>Code of Conduct Training (mandatory) - to include information on both Disclosable Pecuniary Interests and Other Disclosable Interests.</p> <p>Bethan Evans, Governance Training and Consultancy Ltd</p>	<p>Attendance on Code of Conduct training is mandatory. Councillors agree to comply with the Code when they sign their declaration of acceptance of office.</p> <p>All Members should attend to update their knowledge of the requirements imposed on them by the Code.</p>	<p>A breach, however innocent, may lead in certain circumstances to a police investigation, so it is important that Councillors are aware of their responsibilities.</p> <p>This will be joint training with Bromsgrove District Council.</p>

Date and Venue	Subject/Trainer	Who Should Attend and Why?	Comments and outcomes
<p>Monday 18th May</p> <p>6:00pm</p> <p>2 ½ hours</p> <p>Parkside, Market Street, Bromsgrove B61 8DA</p>	<p>Planning Refresher Training</p> <p>Tim Burton, Planning Specialist</p>	<p>Members who have previously served on the Redditch Planning Committee or who have served as substitutes on the Planning Committee.</p> <p>This training will be open to continuing Members with previous experience of serving on the Planning Committee from both Redditch Borough and Bromsgrove District Councils.</p>	<p>This refresher session will not last as long as the detailed planning training on 12th and 14th May 2026.</p> <p>Members are advised to park on the Stourbridge Road car park and to use the vehicle that they have registered on the MiPermit parking system.</p>
<p>Tuesday 19th May</p> <p>6:30pm</p> <p>1½ hours</p> <p>virtual attendance, via Microsoft Teams</p>	<p>'Hitting the Ground Running' Session</p> <p>Helena Plant, Development Management Manager and Jess Bayley-Hill, Principal Democratic Services Officer</p>	<p>All newly elected councillors.</p>	<p>This session involves planning officers taking new Councillors through the weekly planning list and Democratic Services Officers talking Members through the content of the Member induction pack.</p>

Date and Venue	Subject/Trainer	Who Should Attend and Why?	Comments and outcomes
<p>Thursday 21st May (11:00 am to 6:00pm)</p> <p>and</p> <p>Friday 22nd May (11:00 to 6:00pm)</p> <p>Room 2.38, Redditch Town Hall (21st May)</p> <p>MySpace, Redditch Town Hall (22nd May)</p>	<p>IT equipment – distribution and Training (mandatory)</p> <p>Stuart Abell, Members' ICT Support Officer</p>	<p>This training is mandatory for all newly Councillors.</p> <p>The Council issues IT equipment to Councillors to enable them to communicate securely with residents and Council officers and see agendas and reports for meetings. Members can opt for a device and will also be provided with an introduction about how to use the equipment as well as cyber security training.</p>	<p>New Members are asked to please contact Democratic Services to book in a slot to collect their IT equipment and to receive training (where required). Training slots will be booked on a first come first served basis.</p> <p>Democratic Services can be contacted by emailing democratic@bromsgroveandredditch.gov.uk</p> <p>Members should note that the training will last for approximately 1 hour.</p>

Date and Venue	Subject/Trainer	Who Should Attend and Why?	Comments and outcomes
<p>Wednesday 27th May</p> <p>6.30pm</p> <p>1½ hours</p> <p>Microsoft Teams</p>	<p>Data Protection and Safeguarding Training (Mandatory)</p> <p>Judith Willis, Assistant Director Community & Housing Services and Julie Hemming-Smout, Information Management Team</p>	<p>This training is mandatory for all Councillors. For returning Councillors, this training is mandatory for those who have not completed Data Protection training within a two-year period.</p>	<p>New Members are encouraged to attend as you may be a Data Controller. This session will help clarify the responsibilities of Data Controllers as well as general data protection requirements.</p> <p>The Safeguarding training will enable you to understand the Council's and Councillor duties in respect of safeguarding children, young people and adults with care and support needs. It will also include Prevent Training to safeguard children, adults and communities from any threat of terrorism.</p>

Date and Venue	Subject/Trainer	Who Should Attend and Why?	Comments and outcomes
<p>Monday 1st June 6:30pm</p> <p>Oakenshaw Community Centre, Redditch</p> <p>or</p> <p>virtual attendance via Microsoft Teams</p>	<p>Modern.gov App Training (mandatory)</p> <p>Gavin Day, Democratic Services Officer</p>	<p>Attendance on Modern.gov App training is mandatory for all newly elected Councillors.</p> <p>All Councillors are welcome to attend.</p>	<p>The modern.gov app can be used to access and annotate Committee agenda papers electronically.</p> <p>Members are advised to bring their Council devices with them to this session in order to test the app whilst the session is taking place.</p> <p>The public part of the app can be downloaded by anybody but the private part of the app needs to be activated. If you would like to activate the private app on your Council device, please contact Democratic Services to book an appointment.</p> <p>This will be joint training with Bromsgrove District Council.</p>

Date and Venue	Subject/Trainer	Who Should Attend and Why?	Comments and outcomes
<p>Tuesday 2nd June</p> <p>6:30pm</p> <p>Oakenshaw Community Centre, Redditch</p>	<p>Introduction to Overview and Scrutiny (including work prioritisation session) (mandatory)</p> <p>Guy Revans, Executive Director and Mat Sliwinski, Democratic Services Officer</p>	<p>This training is mandatory for all newly elected Councillors.</p>	<p>An outline of the role, powers and influence of Overview and Scrutiny.</p> <p>The aim of this session is to support Councillors' understanding of the role of the Committee, so they have confidence dealing with the first meeting.</p> <p>This training will also provide Members with an opportunity to identify potential items to add to the Committee's work programme for the year.</p>

Date and Venue	Subject/Trainer	Who Should Attend and Why?	Comments and outcomes
<p>Thursday 4th June (Part 1)</p> <p>5.30pm</p> <p>1 hour</p> <p>Oakenshaw Community Centre</p> <p>Part 2 – TBC</p>	<p>Licensing training (Part 1) Mandatory session.</p> <p>Hazell Powell, Principal Licensing Officer, Worcestershire Regulatory Services</p> <p>Licensing training (Part 2) Mandatory session.</p> <p>Officer from the Legal Team</p>	<p>This training is mandatory for all members appointed to the Licensing Committee and/or sub-committee for the first time.</p> <p>Councillors who served on the Committee during the immediately preceding Municipal year and undertook the mandatory training then, are strongly advised to attend again.</p>	<p>Licensing Committee fulfils an important role in formulating and carrying out policy and making quasi-judicial decisions at sub-committee meetings.</p> <p>The first session will provide information about various aspects of Licensing legislation and regulations. This will take place immediately prior to the first meeting of the Committee.</p> <p>The second session will be interactive and engaging and will provide an opportunity to learn about sub-committees.</p>

Date and Venue	Subject/Trainer	Who Should Attend and Why?	Comments and outcomes
<p>Tuesday 9th June</p> <p>2-3.30pm</p> <p>Virtual</p>	<p>LGA Training for New Councillors - Introduction to council audit committees</p>	<p>All new Councillors are strongly encouraged to attend.</p>	<p>The Local Government Association (LGA) provides support to local councils.</p> <p>A virtual event to provide useful insight into the role and function of the audit committee in local government. The session will look at the role of an elected member in terms of the audit committee itself the wider governance role of councillors and committee members in this area. The session will be delivered by a LGA associate. Places can be booked either via the main LGA events page https://www.local.gov.uk/events</p>
<p>Tuesday 9th June</p> <p>2pm</p> <p>Virtual</p>	<p>LGA Training for New Councillors – Safer Politics</p>	<p>All new Councillors are strongly encouraged to attend.</p>	<p>The Local Government Association (LGA) provides support to local councils.</p> <p>LGA has worked with the Digital Politics department at the University of Liverpool to develop online toolkits and training modules for councillors who want to learn more about how to be safer online, reduce threats and handle harassment and intimidation they may encounter while doing their job digitally. All councillors, newly-elected or established are welcome to an online workshop on 9 June at 2pm, to introduce the toolkits and work through some of the training modules together.</p>

Date and Venue	Subject/Trainer	Who Should Attend and Why?	Comments and outcomes
<p>Wednesday 10th June</p> <p>6:30pm</p> <p>Virtual attendance via Microsoft Teams</p>	<p>Chairing Skills Training</p> <p>Training delivered by Jess Bayley-Hill, Principal Democratic Services Officer and an Officer from the Legal Team</p>	<p>All members appointed as Chairs or Vice-Chairs of Committee, Working Group and Task Group meetings.</p> <p>All members of the Licensing Committee are also encouraged to attend, as they may chair Licensing Sub-Committee meetings.</p>	<p>This interactive training session should provide a useful introduction to the role of a Committee Chair and help you to build your chairing skills.</p>

Date and Venue	Subject/Trainer	Who Should Attend and Why?	Comments and outcomes
<p>Thursday 11th June</p> <p>5.30pm 1 hour</p> <p>Oakenshaw Community Centre, Redditch</p> <p>(Just before the first meeting of the Audit, Governance and Standards Committee, which commences at 6.30pm)</p>	<p>Introduction to the operation of the Audit, Governance and Standards Committee (mandatory)</p> <p>Section 151 Officer and the Head of Worcestershire Internal Audit Shared Service (to be confirmed)</p>	<p>This training is mandatory for all Councillors. For returning Councillors, this training is mandatory for those who have not completed Audit training within a two-year period.</p>	<p>This session will provide a run through the main responsibilities of the Audit, Governance and Standards Committee.</p>

Date and Venue	Subject/Trainer	Who Should Attend and Why?	Comments and outcomes
<p>Monday 15th June</p> <p>6:00 pm</p> <p>Oakenshaw Community Centre, Redditch</p> <p>(Just before the first meeting of the Electoral Matters Committee, which commences at 7:00pm)</p>	<p>Electoral Matters Training</p> <p>Darren Whitney, Electoral Services Manager</p>	<p>All Members sitting on the Electoral Matters Committee.</p>	<p>This training will help to clarify the remit of the Electoral Matters Committee.</p>
<p>Tuesday 16th June</p> <p>6:30pm</p> <p>Oakenshaw Community Centre, Redditch</p>	<p>Mock Planning Committee (mandatory)</p> <p>Various Senior Planning and Democratic Services Officers</p>	<p>This training is mandatory for all newly elected Councillors.</p> <p>The purpose of this session is to provide members with an opportunity to test their learning of the Planning training earlier in the year and to consider different case study scenarios. Planning Committee members and named substitutes are strongly encouraged to attend.</p>	<p>This will be an interactive and engaging training session involving roleplay.</p> <p>To ensure that attendees derive useful outcomes from this training, virtual attendance at this session will not be possible.</p>

Date and Venue	Subject/Trainer	Who Should Attend and Why?	Comments and outcomes
<p>Wednesday 17th June</p> <p>2-3.30pm</p> <p>Virtual</p>	<p>How do councils work? An introduction to governance for new councillors</p>	<p>All new Councillors are strongly encouraged to attend.</p>	<p>The Local Government Association (LGA) provides support to local councils.</p> <p>A webinar to consider the fundamentals around how councils are governed and the different roles and responsibilities of councillors and officers. The aim is to help new councillors to contribute to decision-making and scrutiny of decisions in order to deliver good outcomes for local residents. The session will be delivered by a LGA officer and a supporting member peer. Places can be booked either via the main LGA events page https://www.local.gov.uk/events</p>
<p>Monday 22nd June</p> <p>6:30pm</p> <p>Oakenshaw Community Centre, Redditch</p>	<p>Mock Council Meeting (mandatory)</p> <p>Various Senior Officers</p>	<p>This training is mandatory for all newly elected Councillors.</p> <p>All members, particularly new members, are strongly encouraged to attend this session to learn about how Council meetings operate and the different processes to follow at these meetings.</p>	<p>This will be a special interactive and engaging session involving roleplay.</p> <p>To ensure that attendees derive useful outcomes from this training, virtual attendance at this session will not be permitted.</p>

Date and Venue	Subject/Trainer	Who Should Attend and Why?	Comments and outcomes
<p>Tuesday 23rd June (refresher training for returning Members)</p> <p>and</p> <p>Tuesday 30th June (for new Councillors or Members who are yet to complete Local Government Finance training)</p> <p>*Please note these dates are subject to the availability of the Section 151 Officer.</p> <p>6:00pm</p> <p>(or virtual attendance)</p>	<p>Local Government Finance Training (mandatory)</p> <p>Section 151 Officer</p>	<p>This training is mandatory for all newly elected Councillors (30th June date only).</p> <p>For returning Members of the Audit, Governance and Standards Committee, members of the Budget Scrutiny Working Group and any other Councillors interested in learning about the financial workings of a local authority (23rd June date for refresher training).</p>	<p>This training will help to clarify local government finance arrangements and requirements.</p> <p>This will be joint training with Bromsgrove District Council.</p>

Date and Venue	Subject/Trainer	Who Should Attend and Why?	Comments and outcomes
<p>Tuesday 14th July</p> <p>2-4 pm</p> <p>Virtual</p>	<p>LGA Training for New Councillors - Mis/disinformation training workshop</p>	<p>All new Councillors are strongly encouraged to attend.</p>	<p>The Local Government Association (LGA) provides support to local councils.</p> <p>The session will be delivered by two expert speakers and aims to help attendees better understand mis/disinformation, as well as equipping them with the tools to respond proactively and reactively. To register your interest in the session, please contact Zainab.Khanom@local.gov.uk</p>
<p>Tuesday 2nd September</p> <p>6:30pm</p> <p>1 hour</p> <p>Virtual attendance via Microsoft Teams</p>	<p>Procurement Training (mandatory)</p> <p>Carmen Young, Procurement Officer and Claire Green, Principal Solicitor</p>	<p>This training is mandatory for all newly elected Councillors.</p> <p>Returning Councillors may find attendance at this training informative.</p>	<p>This training will provide information about local government procurement processes and the legal constraints that influence the authority's approach to procurement.</p>

Date and Venue	Subject/Trainer	Who Should Attend and Why?	Comments and outcomes
<p>Monday 14th September</p> <p>6:30pm</p> <p>1 hour</p> <p>Virtual attendance via Microsoft Teams</p>	<p>Equalities Training (mandatory)</p> <p>Helen Mole, Business Improvement Manager and Emily Payne, Engagement and Equalities Advisor.</p>	<p>Attendance on this training is mandatory for all new Councillors and for any returning Councillors who have not attended equalities training within a two-year period.</p>	<p>This training will provide an important overview of Members duties under equalities legislation.</p>
<p>Wed 17th September or 20th October (date TBC)</p> <p>6:00pm</p> <p>Virtual attendance via Microsoft Teams</p>	<p>Civil Leadership and Emergencies Training</p> <p>Applied Resilience</p>	<p>New members are strongly encouraged to attend this training which will help to clarify what will happen in the event of an emergency and how the Council will respond to emergencies.</p>	<p>Members may find this training interesting and informative.</p>

Date and Venue	Subject/Trainer	Who Should Attend and Why?	Comments and outcomes
<p>Monday 16th November</p> <p>6.30 pm</p> <p>Virtual attendance over Microsoft Teams</p>	<p>Carbon Literacy Training</p> <p>Matthew Eccles, Climate Change Manager</p>	<p>This training session may be of interest to all Members.</p>	<p>The Council has adopted a Carbon Reduction Action Plan and Strategy and taking action to address climate change is a key priority of the authority.</p>
<p>TBC (Later in the year)</p>	<p>Cyber Security Training</p> <p>Further KnowBe4 training will be provided online.</p>	<p>Completion of Cyber Security training is mandatory for all Councillors. An in-person session will be scheduled and Members notified of the date once timeframes for the next round of KnowBe4 training have been confirmed.</p>	<p>It's important for Members to help enhance the Council's cyber security.</p>
<p>20th August – prior to the first meeting of the Committee</p>	<p>Shareholders Committee Training</p> <p>TBC</p>	<p>This training is mandatory for members of the Shareholders Committee. Other members interested in Rubicon Leisure Limited are welcome to attend.</p>	<p>The Shareholders Committee has an important and specific role in the governance arrangements for Rubicon Leisure Limited. This training will help Members to clarify their roles and responsibilities on this Committee.</p>

Date and Venue	Subject/Trainer	Who Should Attend and Why?	Comments and outcomes
(Dates – TBC)	Dementia Training Alzheimer's Society Dementia Friends	This training session may be of interest to all Members. In order to book a Dementia Friends session, at least 10 Councillors must express an interest. Please note that interested Members would need to notify Democratic Services if they would like to participate in one of these sessions.	To provide Councillors with further information on residents living with dementia.
(Dates TBC)	Domestic Abuse Training (mandatory)	Training on Domestic Abuse is offered by partner organisations during the year. This training is mandatory for all Councillors.	The training is provided by an external trainer which advertises their training dates periodically. Democratic Services will clarify once dates have been confirmed for this training.
(Dates TBC – once Portfolio Holders have been confirmed)	Portfolio Holder Training	This training is mandatory for all Portfolio Holders.	To support new Portfolio Holders in particular.
(Dates – TBC)	Member Safety Local Government Association (LGA)	Training provided by the Local Government Association to be advertised to Members via email throughout the year.	Useful information about how to remain safe as a Councillor.