

New Member Induction Compulsory		
Topic	Details	Lead Officer
Introduction to the Authority	Meeting with Chief Executive and Chair of the Authority	Chief Executive
Getting started as a Member	Role of Authority, Code of Conduct, duty of care, constitution and information governance	Authority Solicitor
	Introduction to Committee procedures, protocols and processes	Customer and Democratic Support Manager
	Introduction to IT systems and equipment	Customer and Democratic Support Manager and IT Support Officer
Introduction to key Authority policy and strategy	Local Plan, National Park Management Plan, Authority Plan and Landscape Strategy	Planning Policy Manager and Information Manager
Finance and audit introduction	Introduction to Authority finance, budgets and internal and external audit	Finance Manager
Equality and diversity	Undertake ELMs module Equality Act 2010	ELMs
Planning training for Planning Committee Members Any other Members can request this	Introduction to planning policy and planning decision making	Head of Planning and Authority Solicitor
New Member Induction Advisory		
National Parks UK New Members Induction	An annual two day event hosted by different National Park Authorities	Customer and Democratic Support Manager

Note: New Members will not be able to participate at any Committee, including voting, until all new Member compulsory training has been completed. They can view the meetings before the compulsory training is complete.

Compulsory Training and Development			
Topic	Details	Lead Officer	Date Where Known
Planning training for Planning Committee Members. Any other Member can attend	Briefings on updates/changes to planning policy and planning decisions	Head of Planning and Authority Solicitor	20 September and 18 October 2024 19 September and 17 October 2025
Annual Members Tour	A day to see highlights of delivery in the National Park and explore current issues and opportunities	Customer and Democratic Support Manager	20 June 2025
Business Planning Workshops x 2 in autumn	Authority Plan delivery for forthcoming year Budget People	Head of Resources, Finance Manager, People Manager and Strategy and Performance Manager	4 October and 22 November 2024 24 October and 21 November 2025
IT Security Training	Periodic emails sent from provider KnowBe4	IT Manager	Ad hoc when required

Advisory Training and Development			
Topic	Details	Lead Officer	Date Where Known
IT – Modern.gov and iPad	To help Members use the system and equipment	Customer and Democratic Support Manager and IT Manager	6 September 2024
Biodiversity Net Gain	To introduce biodiversity net gain and what it means for planning	Head of Planning and Head of Assets and Enterprise	To be agreed
Article 4 planning	To brief Members on article 4 permitted development rights	Head of Planning	To be agreed
Audit, Budget and Risk Management – compulsory for new group members	Introductory training for the new group	Head of Resources, Finance Manager and Strategy and Performance Manager	Date to be agreed in September 2024
Climate change	What climate change means for the National Park	Senior Strategy and Performance Officer	To be agreed

Short training modules on our online learning platform, ELMs, are available at any time for Members. There are modules on personal development, wellbeing, equity, health and safety, information management, management development and National Park induction. Modules that may be of interest to Members are facilitation skills, local government introduction, meeting skills, questioning techniques, Equality Act and climate change.

In addition to more formal training, Members can request a briefing on any topic of interest or area they would like to know more about at any time. Please contact the relevant Head of Service and they will coordinate the briefing. Previously requested topics have been climate change, local plan, transport, Moors for the Future, managing our assets, land management and nature recovery, cultural heritage, diverse audiences, affordable housing, access and rights of way, communities, finance and volunteering.