

## APPENDIX 2

### New Member Induction 2021

Date	Action	Comment
6-7 May	Acceptance of Office and welcome pack	Signing acceptance of office and provide
7-10 May	Collection of ICT equipment	Arranged time and date
12-19 May	Directors meetings	Half an hour virtual meetings with <ul style="list-style-type: none"><li>• Director,</li><li>• Monitoring Officer,</li><li>• Chief Finance Officer,</li><li>• Dem Services,</li><li>• Townships,</li><li>• Payroll</li></ul>
12 May – 30 June	Mandatory Training	As detailed below
12-19 May	LGA training	Enrol with LGA and Guidance for new Cllrs pack
12-19 May	NW Employers	Enrol and distribute 3 x videos and supporting information
19 May	Annual Council	

### Councillor mandatory online courses

Course	When
Acceptable Use of ICT and Information Policy (AUP)	Once per elected term
Basic Introduction to Safeguarding Children (BISC) - Rochdale BC Content	Once per elected term
Code of Conduct	Annually for all Members
Corporate Safety Policy and Acceptance	Once per elected term
General Data Protection Regulation	Once per elected term
Cyber Security and Data Handling	Once per elected term
Invacuation Process Number One Riverside	Once per elected term
Safeguarding Adults - Rochdale Content	Once per elected term
Safeguarding Against Radicalisation - The Prevent Duty	Once per elected term
Social Media Policy	Once per elected term