

Induction Programme for New Members 2019

Subject	Date and Time	Officers	Who should attend/Notes
<p>1. Presentation from Member Services Officers and tour of Phoenix House</p> <p>Access badges</p> <p>Consideration of induction packs to include policies and procedures</p> <p>Virtual Parking permit form etc</p> <p>Receive information about the Officer/Member Buddy Scheme that is available</p>	<p>Wednesday 8 May</p> <p>Time 10am – 12.30pm</p> <p>Exe Room</p>	<p>Member Services Team</p>	<p>ALL NEW MEMBERS – Optional for re-elected Members</p>
<p>Meet the Chief Executive</p> <p>Sign Declaration</p>	<p>Tuesday 7th – Thursday 9th May</p> <p>9 – 5 for 3 days</p> <p>Members Room</p>	<p>Chief Executive</p> <p>Deputy Chief Executive</p> <p>Monitoring Officer</p>	<p>ALL MEMBERS – the Chief Executive will be available on Tuesday or Wednesday and Thursday of this week.</p>
<p>2. Official Welcome by the Chief Executive</p> <p>Leadership Team</p> <p>Governance/ Ethical Standards Issues, Register of Interests, Legal Powers and responsibilities, confidentiality</p> <p>Public Sector Equality Duty and Data Protection</p> <p>ICT – supply and use of equipment, allowances, policies to be</p>	<p>Thursday 9th May</p> <p>10am – 3pm (lunch will be provided)</p> <p>Exe Room</p>	<p>Chief Executive</p> <p>Leadership Team</p> <p>Monitoring Officer</p> <p>Specific Group Managers</p>	<p>ALL NEW MEMBERS – optional for re-elected Members</p>

Other subjects will be covered by Member Briefings on a Tuesday or Thursday or whenever is suitable for the new Council

One to One discussions with Members will take place from September which will highlight individual requests for training and development.

accepted, use of social media			
3. The Role of the Ward Member, expectations, ward issues, sign posting, committees, overview by previously elected Members (Town/Rural). Case studies relating to local issues.	Tuesday 14 May 5.30pm – 7.00pm Exe Room	Member Services Manager and some re-elected Councillors.	ALL NEW MEMBERS – optional for re-elected Members
4. The Role of a Committee Member, the Executive, Scrutiny, PDGs and Regulatory Committees (decision making) and liaising with Parish Councils	Thursday 16 May 5.30pm – 7.30pm Exe Room	Chief Executive Monitoring Officer	ALL NEW MEMBERS – optional for re-elected Members
5. Council Finance + Budget Cycle Corporate Plan Performance and Risk	Tuesday 21 May 5.30pm – 7.30pm Exe Room	Deputy Chief Executive (S151) Group Manager for Finance Group Manager for Performance, Governance and Data Security	ALL NEW MEMBERS – optional for re-elected Members
Photo Session Annual Council Meeting	Wednesday 22 May From 4.30pm – Exe Room Wednesday 22 May 6.00pm – Chambers	Member Services	Official photographs will be from 4.30pm (Exe Room) Tea will be available
Planning Committee Training	28 and 29 May 10.00am to 3.30pm with lunch Phoenix Chambers	Head of Planning, Economy and Regeneration and her team Monitoring Officer	For Members of the Planning Committee and its substitutes - COMPULSORY 2 days

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Scrutiny Committee Training	Friday 31 May 9.30am – 4pm Exe Room	External Trainer	Members of the Scrutiny Committee and Scrutiny Officer
Policy Development Groups - Training	Monday 3 June 2pm – 5pm Phoenix Chambers	Chief Executive	Members of all 4 Policy Development Groups
Standards Committee	Tuesday 11 June 5.30pm – 7.30pm Exe Room	Monitoring Officer	Members of the Standards Committee
Audit Committee	Wednesday 12 June 5.30pm – 7.30pm Exe Room	Deputy Chief Executive (s151) Group Manager for Performance, Governance and Data Security Audit Team	Members of the Audit Committee and its substitutes COMPULSORY
Licensing/Regulatory Committees	Friday 21 June 9.30am – 1.00pm Exe Room	Licensing Team Legal Team	For Members of the Licensing/Regulatory Committee COMPULSORY
6. Follow up session with the Chief Executive	Wednesday 26 th June 3.30pm – 5.00pm Exe Room	Chief Executive	This will be the last session of the formal induction process. New Members
Planning for non-Planning Committee Members	Tuesday 2 July 5.30pm – 7.30pm Exe Room	Head of Planning, Economy and Regeneration	This session is for all <u>new Members</u> (optional for re-elected Members), this session will consider planning material considerations, call in to committee etc.

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<p>Housing Issues Estates/Property Council Tax Economic Development Operations - Environmental/Waste Emergency Planning IT/Modern.Gov Q & A with CE Community Safety – Diversity and Equality Drugs and Alcohol Safeguarding</p>	<p>List of Tues/Thurs Briefings 5.30pm Dates to follow</p>	<p>Directors/ Group Managers</p>	<p>ALL NEW MEMBERS – optional for re-elected Members</p>
<p>Media Skills Social Media Managing Casework Working in the political environment Community Engagement Chairing Skills Strategic Thinking</p>	<p>Further skills sessions will take place once the initial induction process has been completed</p>	<p>Specific Trainers</p>	

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