

FUTURE MEMBER INDUCTION PROGRAMME

DATE	EVENT (* All sessions will be held in the Council Chamber, Kilworthy Park, Tavistock unless stated otherwise)	LEAD OFFICER / MEMBER
WEEK 1:		
Thursday, 4 May 2023	Election Polling Day	
Thursday, 4 May – Friday, 5 May	<p>Election Verification and Count</p> <p><i>(NB. officers in attendance at the count will have copies of the Induction Programme available to hand out to successful candidates.)</i></p>	
WEEK 2:		
Tuesday, 9 May – 10.00am to 1.00pm	<p>Mandatory session for all Members to attend any time between 10.00am and 1.00pm (please ensure that you allow at least one hour before 1.00pm for this process) <i>(in the Council Chamber unless stated otherwise)</i></p> <ul style="list-style-type: none"> • Sign the Declaration of Acceptance of Office <i>(Meeting Room 1)</i>; • Through a series of workstations to issue: FAQ handbook / security pass / Member Profile form (including contact details) / opportunity to clarify details relating to the Induction Programme / Register of Interests form / Payroll forms / Business Card requests / establish bank account details; management structure; officer contact details; Council organisational structure; introduce officer navigator and/or Member Buddy; • Media Workstation; • Brief Tour of Kilworthy Park; • Issue IT device and handbook <i>(**for newly elected Members only**)</i> (to include email etiquette, IT security guidance and Expense Claims <i>(Meeting Room 2)</i>); and • Individual Photographs. 	
1.00pm to 2.00pm	All Member lunch with SLT: Welcome and Introductions	Strategic Leadership Team (SLT)

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<p>Tuesday, 16 May (pm)</p>	<p>The Planning Process (Part 2) (to include:</p> <ul style="list-style-type: none"> • What is 'development' and what applications do we receive? • What is meant by pre-application? • Material Planning Considerations; • Planning Enforcement • The role of the Ward Member and the role and workings of the Development Management and Licensing Committee (incl. Site Inspections and Licensing Sub-Committees); • The appeal process and awards of costs; and • Tree Preservation Orders.) 	<p>Development Management, Licensing, Legal and Democratic Services Specialists</p>
<p>Friday, 19 May</p>	<p><i>(NB: Publication and Circulation to Members of the Annual Council Summons)</i></p>	
<p>WEEK 4</p>		
<p>Tuesday, 23 May 10.00am – 11.30am</p>	<p>Training Session to include: Media Skills (including Social Media); Meeting Discipline and Council Procedure Rules</p>	<p>Communications, Democratic Services and Monitoring Officer</p>
<p>11.30am – 12.30pm</p>	<p>Member Code of Conduct</p>	<p>Monitoring Officer</p>
<p>1.15pm – 2.00pm</p>	<p>Community Leadership Role – to include relationship with local Town and Parish Councils and the Council's Locality Service</p>	<p>Assistant Director – Organisational Development; Democratic Services and serving Town Council Clerk</p>
<p>2.00pm – 4.00pm</p>	<p>IT Security, General Data Protection Regulation, Equality and Diversity, Freedom of Information, Business Continuity and Health and Safety (to</p>	<p>Head of Organisational Development; Corporate Risk and Information Officer; Head of</p>

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	include lone working) <i>(NB: interactive session to include case studies and good and bad practice)</i>	Environmental Health, Principal IT Security Officer and Head of Housing
WEEK 5		
Tuesday, 30 May:		
8.30 am – 9.00 am	Mayors Briefing for Annual Council <i>(NB. the Briefing Notes will be sent to all Members for information purposes)</i>	Democratic Services
9.00 am – 10.30 am	Political Group Meetings	
11.00 am	ANNUAL COUNCIL MEETING <i>(NB. this is the meeting during which appointments to Council Bodies will be considered)</i>	Democratic Services
On the rising of Annual Council	Member Group Photo (followed by Council lunch)	Design Specialist
4.00pm	Hub Committee Agenda Briefing <i>(for Hub Committee Members only via MS TEAMS)</i>	SLT
Wednesday, 31 May:	Safeguarding Training – Joint Session with SHDC	Head of Housing (supported by an External Trainer)
TO BE PROGRAMMED BEYOND WEEK 5	<p><i>Informal Council session (current major projects etc led by Hub leads following Annual Council appointments)</i></p> <p><i>DM+L Committee – agenda briefing, Mock Committee Meeting, site inspections, meeting itself and current applications awaiting determination.</i></p> <p><i>Audit & Governance Committee Member Workshop (before first Committee meeting) – to include Grant Thornton sponsored Treasury Management</i></p>	

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	<p><i>Training; Budget Book; Annual Governance Statement; and Risk Management.</i></p> <p><i>Hub Committee – draft agenda briefing (two weeks before the meeting itself).</i></p> <p><i>Audit & Governance Committee Member Workshop (before first Committee meeting) – to include Grant Thornton sponsored Treasury Management Training; Budget Book; Annual Governance Statement; Risk Management; and Dealing with Member Code of Conduct complaints.</i></p> <p><i>Overview and Scrutiny Training – setting a Work Programme; relationship with the Hub Committee; adding value; questioning skills</i></p>	
<p>ALSO TO BE PROGRAMMED:</p>	<p><i>Leadership Academy Training – for Leader and Deputy Leader initially followed by lead Hub Members;</i></p> <p><i>Chairing Skills – External Trainer</i></p> <p><i>Governance Training</i></p> <p><i>Tour of the Borough</i></p> <p><i>The Medium Term Financial Strategy and Setting a Balanced Budget</i></p> <p><i>Planning Enforcement Meetings with local Ward Members</i></p> <p><i>Member Briefings: The Revenue and Benefits Service and Assets Projects</i></p> <p><i>July DM+L Committee meeting date – World Heritage Site training afterwards</i></p>	

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