

Induction 2017 after the Election on 4th May

11th May, 2017

Day 1 - Orientation for New members [i.e. not returning members] – [hold this session on 11th May – to give us enough time to get members details on all systems and sort out laptops.]

10.00 a.m.	Welcome by Chief Executive and Chair of Council and Leader - in Chamber
------------	---

Depending on numbers of new members [18 in 2012] may need to use further rooms

10.15 a.m.	Group 1 – Chamber	Group 2 – Committee Room A
	<ul style="list-style-type: none"> • Logging into and using microphone system • Logging into and using laptops • Modern.Gov system – explanation and use of system 	<ul style="list-style-type: none"> • Members’ Information Pack • Housekeeping – signing in at offices, fire regulations & drills, car parking & carpark passes, ID cards, members expenses and online completion • Orientation – Chamber, committee rooms, facilities, Member Support Unit, meeting rooms [location maps] • Seating in Chamber @ Council meetings • Role of Member Support Unit • Webcasting – examples good/bad • Diary – paper & online • Data controller – eLearning • Acceptance of Office forms – if not signed cannot sit at Annual meeting.
11.15 a.m.	<ul style="list-style-type: none"> • Members’ Information Pack • Housekeeping – signing in at offices, fire regulations, car parking & carpark passes, ID cards, members expenses and online completion • Orientation – Chamber, committee rooms, facilities, Member Support Unit, meeting rooms [location maps] 	<ul style="list-style-type: none"> • Logging into and using microphone system • Logging into and using laptops • Modern.Gov system – explanation and use of system

	<ul style="list-style-type: none"> • Seating in Chamber @ Council meetings • Role of Member Support Unit • Webcasting – examples good/bad • Diary – paper & online • Data controller - eLearning • Acceptance of Office forms – if not signed cannot sit at Annual meeting. 	
--	---	--

12.15 p.m. in Chamber	What happens at the Annual Meeting
12.30 p.m. to 1.30 p.m. in Chamber	Chief Executive, Chair of Council and Strategic Officers – Strategic Overview main issues facing PCC, “State of the nation” type overview
Lunch	<p>Over lunch opportunity to meet above in the Foyer and Members Lounge</p> <p>“Market Place” – display boards about some service areas. This will give service areas an opportunity to raise Members’ awareness about service area. A programme of “Market Places” will be developed for the 1st 6 months of Council/Members’ Development sessions, so that all service areas have this opportunity. [There may not be enough room in the Foyer etc for Market Place, if meeting CE & Strategic Directors in Foyer for lunch. If not the Market Place will commence on 15th or 16th May]</p>
After lunch	<p>Further opportunity to use the equipment in the Chamber/Committee Room and receive support on using IT and other equipment</p> <ul style="list-style-type: none"> • Photographs – take in Committee Room B

Reason for above session – to ensure new members are logged into systems and have IT equipment before the Annual meeting and provide them with an opportunity for them to use systems and have an opportunity to meet senior officers.

15th or 16th May, 2017

Code of Conduct - For all Members plus Standards Committee members

15 th or 16 th May 10.00 a.m. – 1.00 p.m. Chamber	Code of Conduct [and for new members further support to access system in Chamber] Ensure all Members have signed Acceptance of Office forms – if not signed cannot sit at Annual meeting.
After lunch	Briefing regarding the Annual Meeting especially for New Members [i.e. not returning members] – link to live Agenda Qs & As/following up on any issues./info re Members' Support Unit Further opportunity for new Members to use the equipment in the Chamber/Committee Room and receive support on using IT equipment. Sorting out problems etc.

- **“Market Place”** in Foyer and possibly Committee Room A

18th May, 2017 – Annual meetings – all Members

22nd May, 2017

Day 2 - Introduction to the Council - For New Members [i.e. not returning members]

10.00 a.m. – all in Chamber	Welcome by Chief Executive and Leader	
10.15 a.m.	<ul style="list-style-type: none">• The Council's role• Your role as a Councillor• Corporate role and responsibility• How the Council is organised• Corporate Governance/Constitution• Meet the Cabinet's Portfolio Holders• Strategic Directors – strategic overview and issues• Member/Officer relationships• Member Development – mandatory and other development seminars and eLearning etc.	

Planning Protocol for all members

After lunch	Planning Protocol for all members – rather than bringing new members in again on another day, bring all other members in to join the session
-------------	---

- **“Market Place” in Foyer**

COMMITTEE INDUCTION

a Member appointed to a Committee **MUST** attend the relevant Committee Induction. Non-attendance will mean that the Member cannot participate in the work of the Committee

PLANNING, TAXI LICENSING & RIGHTS OF WAY COMMITTEE – 1st Committee meeting on 1st June

25 th May, 2017	Planning - Planning for Councillors/LDP and role of Councillors & Planning Protocol
20 th July 2017	Licensing – Taxi Licensing – may need to provide earlier if Licensing Officers advise that Taxi Review panels are required.
Provide as and when needed	Rights of Way, village green, commons

LICENSING ACT 2003 COMMITTEE

3 rd July, 2017	Alcohol licensing–may need to hold earlier if a Sub-Committee is required Gambling Act – provide at a Committee meeting when required
----------------------------	--

SCRUTINY COMMITTEES and AUDIT COMMITTEE – 1st Committee meetings - 14th June People Scrutiny and 15th June, Place Scrutiny

8 th June, 2017	Scrutiny issues
----------------------------	-----------------

EMPLOYMENT AND APPEALS COMMITTEE

21 st June, 2017	Employment issues and other appeals - to be provided at the first Committee meeting
-----------------------------	---

AUDIT COMMITTEE

30 th June, 2017 morning	Audit – financial issues - to be provided at the first Committee meeting
--	--

PENSIONS AND INVESTMENT COMMITTEE

30 th June, 2017 Afternoon	Pensions and Investment - to be provided at the first Committee meeting
--	---

STANDARDS COMMITTEE

28 th June, 2017	Training to be provided at Committee meetings. Training including considering dispensations, appeal hearings and referrals regarding Code of Conduct
-----------------------------	--

CHAIRS AND VICE CHAIRS OF COMMITTEES

19 th June, 2017	Chairing skills & using the equipment in the Chamber for managing meetings
-----------------------------	--

CABINET

Information requested from WLGA & Welsh Authorities re their previous Cabinet development programmes and views sought from current Cabinet.

MEMBER DEVELOPMENT PROGRAMME

A programme of ongoing development will also be developed and included in the 2017 diary. Details of eLearning opportunities will also be provided to Members and they will be encouraged to use this resource.