

Two or three sessions. New Members/returning members



New Members' Induction Day

Date 12 May 2015 – Council Chamber

****THIS EVENT IS MANDATORY FOR NEWLY ELECTED MEMBERS.**
RE-ELECTED MEMBERS ARE STRONGLY ENCOURAGED TO ATTEND.

- 08.45 Coffee/Tea on Arrival. Distribution of handouts / forms for completion etc.
- 09.00 Welcome and Introduction (including responsibilities of the Chief Executive's Department) by the Chief Executive, Mr John Sellgren
- 09.15 Introduction to Services by:
- Mr Dave Adams – Executive Director, Operations (15 min)
- Mr Neale Clifton – Executive Director, Regeneration and Development (15 min)
- Mr Kelvin Turner – Executive Director, Resources and Support Services (15 min)
- 10.00 Guide to being a Councillor - Councillors' Mrs G Williams & T Hambleton
- What is your role as a Councillor?
 - What things you have to do?
 - How will you spend your time as a Councillor?
 - What support is available to you?
 - What else do you need to know?
 - Communicating with officers
- 10.20 Council Leader and Deputy Leader.
(The work of the Council – a perspective & the role of the Cabinet)
- 10.35 Break
- 10.45 The Importance of Data Protection AND Information Security
Mr David Elkington – ICT Operations and Development Manager
& Mrs Liz Dodd – Audit Manager.
- 11.15 An Introduction to the Case Management Policy for Members –
Head of Customer and ICT Services– Mrs Jeanette Hilton
- 11.30 'Rules of the Road' / Councillors and the Law/ Code of Conduct / Constitutional
Matters - Mr Mark Bailey - Head of Business Improvement, Central Services
and Partnerships
- 11.45 Dealing with the Media. Phil Jones – Head of Communications

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- 12.00 Group Leaders to brief their new Members in an informal discussion.
- 12.30 Informal lunch where you will have the opportunity to meet the Mayor and chat with Officers
- 1.00pm A number of workshops will now be held where Members move around and ask questions of the officers.
- Or
- You will be split into two groups and have 30 minute sessions in each Workshop.

A Guide to Planning and Housing – Mr Guy Benson and Mrs Joanne Halliday – Committee Room 1

Civil Contingencies – Mr Graham Williams – Committee Room 2

A Guide to Finance – Mr Dave Roberts – Members Room

The Councillors' relationship with Partners. Council Chamber

Chief Insp Clare Riley (Police)

Mark Walchester (Fire)

Mark Hewitt (Staffordshire County Council)

Jackie Wheeler (VAST)

Simone Butters (Aspire)

Denise Vittorino (Public Health)

Mr Robin Wiles and

Trevor Smith

Safeguarding Children and Vulnerable Adults – Miss Catherine Fox – Council Chamber/
Anti Social behaviour

Health and Safety - Claire Dodd / Nesta Henshaw - Mayor's Parlour

Computers/Tablets and Information Technology

Mr David Elkington – ICT Operations and Development Manager

Modern.gov – Geoff Durham/Julia Cleary

An overview of Enforcement -Nesta Henshaw

Health Scrutiny Nick Pountney

The Parish Councils' Role

- 4.00pm Close. Any Members who have not had their photograph taken can have it taken at this point. Mr Geoff Durham, Member Training and Development Officer will inform New Members about expenses and training. A tour of the building can also be given for those who require it.