



# New Members' Induction Day One

## Date 10 May 2016 – 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, **John Sellgren**
- 09.15 Introduction to Services by:
- Dave Adams** – Executive Director, Operations (15 min)
  - Neale Clifton** – Executive Director, Regeneration and Development (15 min)
  - Kelvin Turner** – Executive Director, Resources and Support Services (15 min)
- 10.00 Guide to being a Councillor - Councillors' **John Cooper & Trevor 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  
**Liz Dodd** - Audit Manager.
- 11.15 An Introduction to the Case Management Policy for Members –  
Customer & ICT Business Manager – **Rosie Bloor**
- 11.30 'Rules of the Road' / Councillors and the Law/ Code of Conduct / Constitutional  
Matters – **Liz Dodd** – Audit Manager.
- 11.45 Dealing with the Media. **Phil Jones** – Head of Communications
- 12 noon Health and Safety – **Claire Dodd / Nesta Barker**
- 12.15 Chief Inspector **Clare Riley** – Staffordshire Police
- 12.30 Close.





## **New Members' Induction Day Two** **Date 17 May 2016 – Council Chamber**

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

- 08.45 Coffee/Tea on Arrival.
- 9.00 Group Leaders to brief their new Members in an informal discussion.  
Cllrs: Huckfield, Reddish, Owen, Shenton Proctor, Naylon and Sweeney
- 9.30 A Guide to Planning and Housing – Guy Benson and Joanne Halliday
- 9.45 Civil Contingencies – Graham Williams
- 10.00 A Guide to Finance – Dave Roberts
- 10.15 Break
- 10.30 The Councillors' relationship with Partners.  
Mark Hewitt (Staffordshire County Council) } Represented by Naomi Chesters  
Denise Vittorino (Public Health) }  
Mark Walchester (Fire) – Represented by \_\_\_\_\_  
Jackie Wheeler (VAST)  
Sinead Butters (Aspire)  
Robin Wiles and  
Trevor Smith
- 11.45 Safeguarding Children and Vulnerable Adults – Catherine Fox  
Anti Social behaviour
- 12 noon Computers/Tablets and Information Technology  
David Elkington – ICT Operations and Development Manager
- 12.15 Modern.gov – Geoff Durham / Julia Cleary
- 12.30 An overview of Enforcement -Nesta Barker
- 12.45 Health Scrutiny – Councillor Colin Eastwood
- 1.00pm Close. Any Members who have not had their photograph taken can have it taken at this point. A tour of the building can also be given for those who require it.