

New Members' Induction Day

Date 28 May 2014 – Council Chamber



- 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' J Williams & Loades
- 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 Councillor Mike Stubbs or Gareth Snell.
(The work of the Council – a perspective & the role of the Cabinet)
- 10.35 Break
- 10.45 Computers and Information Technology
Head of Customer and ICT Services– Mrs Jeanette Hilton
- 11.00 An Introduction to the Case Management Policy for Members –
Chief Executive – Mr John Sellgren
- 11.15 'Rules of the Road' / Councillors and the Law
Mr Mark Bailey - Head of Business, Improvement and Partnerships??
- 11.30 Dealing with the Media. Phil Jones – Head of Communications
- 11.45 Civil Contingencies – Ellie Gattrell-Smith
- 12.00 Informal lunch where you will have the opportunity to meet the Mayor and chat with Officers

12.30 New Members will be taken to Human Resources to have their photographs taken for their ID card. A tour of the building can also be arranged for those who require it. This could take place at 4pm. In addition, I will inform New Members about expenses and training.

The following will be a rotation of small groups operating half hourly sessions (depending on attendance figures)? Or all Members together??

1pm	A guide to Planning – Mr Guy Benson
1.30pm	Finance – Mr Dave Roberts & Mrs Elizabeth Dodd
2pm	The Councillors 'Relationship with the Police – Sergeant Hughes?
2.30pm	Safeguarding Children and Vulnerable Adults – Catherine Fox
3pm	Health and Safety – Claire Dodd
3.30pm	Close / Tour of the building