

FUTURE MEMBER INDUCTION PROGRAMME

DATE	EVENT (* All sessions will be held in the Council Chamber, Kilworthy Park, Tavistock unless stated otherwise)
PRE-ELECTION:	
Monday, 25 February 2019 6.30pm – 8.00pm	<p>Prospective Candidate Evening for potential Borough, Town and Parish Councillors (advertised from December onwards)</p> <p><i>(NB. at this session, copies of the Induction Programme and key meeting dates following the election will be made available to attendees and published on the website. Also, Group Leaders should be asked to clarify their respective procedures for the formation of a political group at this session).</i></p>
Tuesday, 26 March 2019	<p>Publication of Notice of Election (NB. exact publication date will coincide with the start of the 'Purdah' period)</p>
Wednesday, 3 April 2019 4.00pm	<p>Deadline for Receipt of Nominations</p>
Thursday, 4 April 2019 4.00pm	<p>Publication of Statements of Persons Nominated (NB. at this time, copies of this Programme will be sent to all prospective candidates.)</p>
WEEK 1:	
Thursday, 2 May 2019	<p>Election Polling Day</p>
Thursday, 2 – Friday, 3 May 2019	<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>

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<p>WEEK 2:</p> <p>Tuesday, 7 May 2019 – 12 noon to 5.00pm</p>	<p>Mandatory session for all Members to attend any time between 12 noon and 5.00pm</p> <ul style="list-style-type: none"> • Sign the Declaration of Acceptance of Office; • Through a series of workstations to issue: FAQ handbook / security pass / Travel Claim Forms / Member Profile form (including contact details) / opportunity to clarify details relating to the Induction Programme / Register of Interests form / Payroll forms / Business Card requests / DBS Checks; establish bank account details; management structure; officer contact details; Council structure; introduce officer and/or Member Buddy; • Media Workstation; • Issue IT device and handbook (to include email etiquette); and • Individual Photographs.
<p>Wednesday, 8 May 2019 (am)</p>	<p>Welcome and Introductions</p> <p>West Devon – Setting the Scene (to include introductions to the Senior Leadership Team and Extended Leadership Team and pertinent significant corporate issues (e.g. future challenges faced, Corporate Priorities and Corporate Strategy) with there being an opportunity at each juncture for Member questions.)</p> <p>How the Council Works (to include:</p> <ul style="list-style-type: none"> • Council structure, governance arrangements (including decision making responsibilities), Meeting Procedures and Council Reports; • Overview and Scrutiny Committees; • Finance, Budget Setting and External Auditors; and • Code of Conduct.)

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<p>Wednesday, 8 May 2019 (pm)</p>	<p>Introduction to the role of the Hub, O+S, Audit and Standards Committees (to include: terms of reference of each Committee, lead Member roles and responsibilities, agenda setting etc)</p> <p>Structured IT Training Session To include: IT Security; Modern.Gov; and Outlook (both email and Calendar)</p>
<p>Friday, 10 May 2019 (am)</p>	<p>The Planning Process (Part 1) (NB: newly elected Members will have to attend both of these sessions before they can take part in the planning decision-making process) (to include:</p> <ul style="list-style-type: none"> • Setting decisions in a policy context – the National Planning Policy Framework, Joint Local Plan and Neighbourhood Plans.)
<p>Friday, 10 May 2019 (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? • 'Permission in Principle'; • Material Planning Considerations; • The role of the Ward Member and the role and workings of the Planning and Licensing Committee (incl. Site Inspections and Licensing Sub-Committees); • The appeal process and awards of costs; and • Tree Preservation Orders.)
<p>WEEK 3:</p> <p>Monday, 13 May 2019 am</p>	<p><i>(NB: Publication and Circulation to Members of the Annual Council Summons)</i></p> <p>Media Skills (to include Social Media)</p> <p>Council Procedure Rules Quiz followed by a Mock Council Meeting</p>

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Monday, 13 May 2019 pm	Safeguarding, General Data Protection Regulation, Equality and Diversity, Freedom of Information and Health and Safety (to include lone working) <i>(NB: interactive session to include case studies and good and bad practice)</i>
Tuesday, 14 May 2019 am	Development Management and Licensing Committee Mock Meeting <i>(NB. to also include Licensing and TPO mock applications, Committee processes and procedures. This session will be targeted toward all appointed DM+L Committee Members and Substitutes, but all Members are encouraged to attend this event.)</i>
Tuesday, 14 May 2019 pm	Chairing Skills
WEEK 4:	
Tuesday, 21 May 2019: 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>
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>
On the rising of Annual Council	Member Group Photo (followed by Council lunch)
2.30 pm	Hub Committee Agenda Briefing <i>(for Leader and Deputy Leader only)</i>

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<p>3.30pm</p> <p>Thursday, 23 May 2019: 10.30 am – 12 noon</p>	<p>Informal Hub Committee Meeting (<i>for Members of the Hub Committee only</i>)</p> <p>Development Management and Licensing Committee Chairman's Briefing (<i>for Chairman and Vice Chairman of the Committee only</i>)</p>
<p>WEEK 5 (<i>May Half Term</i>):</p> <p>Thursday, 30 May 2019</p>	<p>Development Management and Licensing Committee Site Inspections (<i>if required</i>)</p>
<p>WEEK 6:</p> <p>Monday, 3 June 2019: 4.00 pm</p> <p>Tuesday, 4 June 2019: 10.00 am</p> <p>2.00 pm</p> <p>Wednesday, 5 June 2019 am</p>	<p>Informal Council Session</p> <p>DEVELOPMENT MANAGEMENT AND LICENSING COMMITTEE MEETING (<i>followed on the rising of this meeting by a 'wash up and review' of the inaugural meeting</i>)</p> <p>HUB COMMITTEE MEETING</p> <p>Governance Training (<i>to be delivered by Bethan Evans</i>)</p>

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<p>WEEK 7:</p> <p>Tuesday, 11 June 2019:</p> <p>11.00 am – 1.00 pm</p> <p>2.00 pm</p> <p>Wednesday, 12 June 2019:</p> <p>am</p> <p>pm</p>	<p>Overview and Scrutiny Training and Draft Work Programmes (NB. all Members are encouraged to attend this session)</p> <p>OVERVIEW AND SCRUTINY COMMITTEE MEETING</p> <p>WD Hub Committee and SH Executive Joint Member Session (<i>to be confirmed – Woolwell a suggested venue</i>)</p> <p>WD and SH All Member Session (<i>to be confirmed – Woolwell a suggested venue</i>)</p>
<p>WEEK 8:</p> <p>Tuesday, 18 June 2019:</p> <p>10.30 am – 12 noon</p> <p>1.30pm – 3.30pm</p>	<p>Development Management and Licensing Committee Chairman’s Briefing (for Chairman and Vice-Chairman of the Committee only)</p> <p>Medium Term Financial Strategy Training</p>
<p>WEEK 9:</p> <p>Tuesday, 25 June 2019:</p> <p>10.00am</p>	<p>Audit Committee Training (<i>to include Risk Management Training</i>)</p>

