

## Appendix 1 – Draft Induction Plan

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
Thu 5/5 Fri 6/5	Election Day Election Counts (sign acceptances of office)		
Mon 9/5	PM – Early Access for new Members (visit the town hall for tea/coffee /orientation/basic admin etc)		
Tue 10/5	Eve – Early Access for new Members (visit the town hall for tea/coffee /orientation/basic admin etc)		
Wed 11/5	All Day - Booked Member slots (Pre-Book slots to collect kit, sign forms, get ID card, see Town Hall, get photo, iCasework etc)	Welcome evening – introduction by CE, meet the Senior Leadership team etc.  (All Members)	
Thu 12/5	(New Members in person – all Members will have some tasks) All Day - Booked Member slots (Pre-Book slots to collect kit, sign forms, get ID card, see Town Hall, get photo, iCasework etc)		
Fri 13/5	(New Members in person – all Members will have some tasks) Mop up sessions as required (collection of kit, sign forms etc)		
Mon 16/5		Space for political group AGMs etc	
Tue 17/5	How local democracy works - session led by Dem Servs and	So...you've become a Councillor? (session on what being a cllr is	

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
	<p>legal on Constitution, different roles of officers, members, how meetings work, brief bit on code/allowances etc Plus expectations of Members.</p> <p>(All Members)</p>	<p>all about partly led by some experienced cllrs) (includes Member safety)</p> <p>Concluding with 'Meet the Mayor' session.</p> <p>(New Members)</p>	
Wed 18/5			
Thu 19/5	<p>So...you've become a Councillor? (session on what being a cllr is all about partly led by some experienced cllrs) (includes Member safety)</p> <p>Concluding with a 'Meet the Mayor' session.</p> <p>(New Members)</p>	<p>How local democracy works - session led by Dem Servs and legal on Constitution, different roles of officers, members, how meetings work, brief bit on code/allowances etc</p> <p>Plus expectations of Members.</p> <p>(All Members)</p>	
Fri 20/5			
Mon 23/5	<p>ICT Drop-ins (additional ICT support slots – Pre-Book)</p>	<p>Space for political group meetings</p>	
Tue 24/5	<p>Ethics and Probity – full Code of Conduct training session</p> <p>(All Members)</p>	<p>MEs, Information governance and security, handling data, use of systems, confidentiality etc - social media basics</p> <p>(New Members)</p>	
Wed 25/5		<p>Annual Meeting of Council – election of Members to Special Responsibility Posts</p> <p>Also Speaker's Reception</p>	

<b>Date</b>	<b>Induction Daytime</b>	<b>Induction Evening</b>	<b>Draft Committee Calendar</b>
Thu 26/5	MEs, Information governance and security, handling data, use of systems, confidentiality etc - social media basics  (New Members)	Ethics and Probity – full Code of Conduct training session  (All Members)	
Fri 27/5	ICT Drop-ins (additional ICT support slots – Pre-Book)		
Mon 30/5		Pensions Committee Training  (All welcome – mandatory for Committee Members)	
Tue 31/5		Licensing Committee Training and Licensing Committee meeting  (All welcome – mandatory for Committee Members)	
Wed 1/6		Planning Training  (All welcome – mandatory for Committee Members)	
Thu 2/6	Bank Holiday		
Fri 3/6	Bank Holiday		
Mon 6/6		Monthly Open Door (opportunity for Members to pop in to Democratic Services to ask questions/ raise issues etc)	
Tue 7/6	How policy is developed / members roles in the above (what can and can't members do)  (New Members)	Chair's Training  (Mandatory for new Chairs but others welcome – must pre-book)	Licensing Sub-Committee
Wed 8/6			Strategic

<b>Date</b>	<b>Induction Daytime</b>	<b>Induction Evening</b>	<b>Draft Committee Calendar</b>
			Development Committee
Thu 9/6	Chair's Training  (Mandatory for new Chairs but others welcome – must pre-book)	How policy is developed / members roles in the above (what can and can't members do)  (New Members)	
Fri 10/6			
Mon 13/6	Pensions Board	Co-optee Session on how the Council works  (Seminar specifically for co-optees)  (Evening left free for political groups to have their own meetings/training)	
Tue 14/6			Development Committee
Wed 15/6		Corporate Parenting, Safeguarding and Prevent  (All Members)	Safeguarding Adults  (All Members)
Thu 16/6		Safeguarding Adults  (All Members)	Corporate Parenting, Safeguarding and Prevent  (All Members)
Fri 17/6			
Mon 20/6		(Space for political group meetings/training)	
Tue 21/6			General Purposes Committee  Licensing Sub-Committee
Wed 22/6	ICT Drop-ins (additional ICT support slots – Pre-	What is scrutiny? (an introduction to the role of Scrutiny)	

<b>Date</b>	<b>Induction Daytime</b>	<b>Induction Evening</b>	<b>Draft Committee Calendar</b>
	Book)	(New Members)  (Space for Cabinet training)	
Thu 23/6	What is scrutiny? (an introduction to the role of Scrutiny)  (New Members)	ICT Drop-ins (additional ICT support slots – Pre-Book)	Standards Advisory Committee
Fri 24/6			
Mon 27/6			Overview and Scrutiny Committee  Pensions Committee
Tue 28/6	Media, Communications and Social Media (including online safety)  (New Members)	Finance 1 (basic introduction to Council finance)  followed by mandatory training for Audit Committee Members	
Wed 29/6	Finance 1 (basic introduction to Council finance)	Media, Communications and Social Media (including online safety)  (New Members)	Cabinet  King George's Field Board
Thu 30/6			
Fri 1/7			
Mon 4/7		Monthly Open Door	
Tue 5/7	Public Health	Promoting Equalities and Diversity  (All Members)	Licensing Sub-Committee
Wed 6/7			Health and Adults Scrutiny Sub-Committee  Grants Sub-

<b>Date</b>	<b>Induction Daytime</b>	<b>Induction Evening</b>	<b>Draft Committee Calendar</b>
			Committee
Thu 7/7	Promoting Equalities and Diversity  (All Members)	Public Health	
Fri 8/7			
Mon 11/7		(Space for political groups to offer training)	
Tue 12/7			Housing Scrutiny Sub-Committee  Development Committee
Wed 13/7	What makes a good ME? - and more generally complaints, FOI etc  (New Members)	Planning and Infrastructure	
Thu 14/7	Planning and Infrastructure	What makes a good ME? - and more generally complaints, FOI etc  (New Members)	Children's Scrutiny Sub-Committee
Fri 15/7			
Mon 18/7	(Space for Groups to offer training)		
Tue 19/7	Schools and Education	Performance and Partnerships	Licensing Sub-Committee
Wed 20/7		(Early access to the Council chamber for reminder on Council processes etc.)	Council
Thu 21/7	Performance and Partnerships	Schools and Education	Strategic Development Committee
Fri 22/7			
Mon 25/7			Overview and Scrutiny Committee
Tue 26/7	Housing	Waste and Street Cleaning	

<b>Date</b>	<b>Induction Daytime</b>	<b>Induction Evening</b>	<b>Draft Committee Calendar</b>
Wed 27/7			Cabinet
Thu 28/7	Waste and Street Cleaning	Housing	Audit Committee
Fri 29/7			
<b>AUGUST BREAK</b>			
Tue 30/8			
Wed 31/8	Civil Contingencies		Licensing Sub-Committee
Thu 1/9		Civil Contingencies	
Fri 2/9			
Mon 5/9		Monthly Open Door	
Tue 6/9	Finance Part 2 (including process for agreeing the budget)	Customer Services	Development Committee
Wed 7/9		(Space for Cabinet training)	
Thu 8/9	Customer Services	Finance Part 2 (including process for agreeing the budget)	
Fri 9/9			
Mon 12/9	Tour of the New Town Hall (pre-book required)	Tour of the New Town Hall (pre-book required)	
Tue 13/9	Regeneration	Adult Social Care and Community Safety	
Wed 14/9		(Space for Cabinet training)	
Thu 15/9	Adult Social Care and Community Safety	Regeneration	
Fri 16/9			
Mon 19/9			Overview and Scrutiny Committee
Tue 20/9	Employment Support	Highways, Transport and Parking	
Wed 21/9			Cabinet Grants Sub-Committee
Thu 22/9	Highways, Transport and Parking	Employment Support	Standards Advisory Committee
Fri 23/9			
Mon 26/9			
Tue 27/9			Licensing Sub-

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
			Committee
Wed 28/9			Council
Thu 29/9			
Fri 30/9			
Mon 3/10		Monthly Open Door	
Tue 4/10	Ethics and Probity follow-up (allow further Q&A etc on the Code of Conduct etc)  (New Members)	Effective Scrutiny (looking at Scrutiny in more depth)	Development Committee  And  Licensing Committee
Wed 5/10			
Thu 6/10	Effective Scrutiny (looking at Scrutiny in more depth)	Ethics and Probity follow-up (allow further Q&A etc on the Code of Conduct etc)  (New Members)	Audit Committee
Fri 7/10			
Mon 10/10			
Tue 11/10	Community Buildings and Capital Programme	Climate Emergency	Licensing Sub-Committee
Wed 12/10			Strategic Development Committee
Thu 13/10	Climate Emergency	Community Buildings and Capital Programme	Children and Education Scrutiny Sub-Committee
Fri 14/10			
Mon 17/10			
Tue 18/10	So...you've been a Councillor for nearly 6 months (follow up to early session led by experienced Councillors)	Outside Bodies	Health and Adults Scrutiny Sub-Committee
Wed 19/10			
Thu 20/10	Outside Bodies	So...you've been a Councillor for nearly 6 months (follow up to	Housing and Regeneration Scrutiny Sub-



<b>Date</b>	<b>Induction Daytime</b>	<b>Induction Evening</b>	<b>Draft Committee Calendar</b>
		early session led by experienced Councillors)	Committee
Fri 21/10			
Mon 24/10			Overview and Scrutiny Sub-Committee
Tue 25/10	Workforce	Culture and Sport	Licensing Sub-Committee
Wed 26/10			Cabinet  King George's Field Charity Board
Thu 27/10	Culture and Sport	Workforce	
Fri 28/10			
Mon 31/10			
Tue 1/11			Development Committee
Wed 2/11	Q&A with Directorates (opportunity to explore issues in more depth and identify areas for greater exploration)  (Pre-Book)	Q&A with Directorates (opportunity to explore issues in more depth and identify areas for greater exploration)  (Pre-Book)	