

## 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	<p>PM – Early Access for new Members (visit the town hall for tea/coffee /orientation/basic admin etc)</p>		
Tue 10/5	<p>(Repeat) PM – Early Access as above and forms/ID etc as available)</p> <p>Welcome evening – introduction by CE, meet the Senior Leadership team etc.</p> <p>(All Members Expected)</p>		
Wed 11/5	<p>All Day - Booked Member slots (Pre-Book slots to collect kit, sign forms, get ID card, see Town Hall, get photo, iCasework etc)</p> <p>(New Members in person – all Members will have some tasks)</p>		
Thu 12/5	<p>All Day - Booked Member slots (Pre-Book slots to collect kit, sign forms, get ID card, see Town Hall, get photo, iCasework etc)</p> <p>(New Members in person – all Members will have some tasks)</p>		
Fri 13/5	<p>Mop up sessions as required (collection of kit, sign forms etc)</p>		
Mon 16/5		Space for political group AGMs etc	

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Tue 17/5	<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 Plus expectations of Members.</p> <p>(All Members)</p>	<p>So...you've become a Councillor? (session on what being a cllr is all about partly led by some experienced cllrs) <u>(includes Member safety)</u></p> <p>Concluding with 'Meet the Mayor' session.</p> <p>(New Members)</p>	
Wed 18/5			
Thu 19/5	<p>(Repeat) So...you've become a Councillor? (session on what being a cllr is all about partly led by some experienced cllrs) <u>(includes Member safety)</u></p> <p>Concluding with a 'Meet the Mayor' session.</p> <p>(New Members)</p>	<p>(Repeat) 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>	

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Wed 25/5		Annual Meeting of Council – election of Members to Special Responsibility Posts  Also Speaker’s Reception	
Thu 26/5	(Repeat) MEs, Information governance and security, handling data, use of systems, confidentiality etc - social media basics  (New Members)	(Repeat) 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)	

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
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 Development Committee
Thu 9/6	(Repeat) Chair's Training  (Mandatory for new Chairs but others welcome – must pre-book)	(Repeat) 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  (All Members)	Safeguarding Adults  (All Members)	
Thu 16/6	(Repeat) Safeguarding Adults  (All Members)	(Repeat) Corporate Parenting, Safeguarding  (All Members)	
Fri 17/6			
Sat 18/6	Possible Scrutiny Workshop (AM)		
Mon 20/6		(Space for political group meetings/training)	

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
Tue 21/6			General Purposes Committee  Licensing Sub-Committee
Wed 22/6	Finance 1 (basic introduction to Council finance and treasury management)	What is scrutiny? (an introduction to the role of Scrutiny)  (New Members)  (Space for Cabinet training)	
Thu 23/6	(Repeat) What is scrutiny? (an introduction to the role of Scrutiny)  (New Members)	(Repeat) Finance 1 (basic introduction to Council finance and treasury management)  followed by mandatory training for Audit Committee Members	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)	ICT Drop-ins (additional ICT support slots – Pre-Book)	Audit Committee
Wed 29/6	ICT Drop-ins (additional ICT support slots – Pre-Book)	(Repeat) Media, Communications and Social Media (including online safety)  (New Members)	Cabinet  King George's Field Board

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
Thu 30/6		<p>Promoting Equalities and Diversity Session 1</p> <p>(External provider so only one session)</p> <p>(All Members)</p>	
Fri 1/7			
Mon 4/7		Monthly Open Door	
Tue 5/7		Public Health	Licensing Sub-Committee
Wed 6/7			<p>Health and Adults Scrutiny Sub-Committee</p> <p>Grants Sub-Committee</p>
Thu 7/7	(Repeat) Public Health	<p>Promoting Equalities and Diversity Session 2</p> <p>Scrutiny training with a specific focus on Equality impact assessments.</p> <p>(External provider so only one session)</p> <p>(All Members)</p>	
Fri 8/7			
Mon 11/7		(Space for political groups to offer training)	
Tue 12/7			Children's Scrutiny Sub-Committee Development Committee

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
Wed 13/7	What makes a good ME? – an opportunity to look at early experiences of MEs, and think about how to generate good MEs/FOIs etc  (New Members)	Planning and Infrastructure	
Thu 14/7	(Repeat) Planning and Infrastructure	(Repeat) What makes a good ME? – an opportunity to look at early experiences of MEs, and think about how to generate good MEs/FOIs etc  (New Members)	Housing Scrutiny Sub-Committee
Fri 15/7			
Sat 16/7	Possible Scrutiny Workshop (AM)		
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	(Repeat) Performance and Partnerships	(Repeat) Schools and Education	Strategic Development Committee  Audit Committee
Fri 22/7			
Mon 25/7			Overview and Scrutiny Committee
Tue 26/7	Housing	Waste and Street Cleaning	Health and Wellbeing Board Licensing Sub-Committee

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



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Thu 22/9	(Repeat) Highways, Transport and Parking	(Repeat) Employment Support	Standards Advisory Committee
Fri 23/9			
Mon 26/9			Pensions Committee
Tue 27/9			Licensing Sub-Committee Health and Wellbeing Board
Wed 28/9			Council
Thu 29/9		Effective Scrutiny (looking at Scrutiny in more depth) Three key aspects – <b>1 effective questioning skills</b> 2 – the strategic role of scrutiny 3 – finance scrutiny  External trainer so only one session (CFPS)	
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) Three key aspects – 1 effective questioning skills <b>2 – the strategic role of scrutiny</b> 3 – finance scrutiny  External trainer so only one session (CFPS)	Development Committee  And Licensing Committee
Wed 5/10			
Thu 6/10		(Repeat) Ethics and Probity follow-up (allow further Q&A etc on the Code of Conduct etc)  (New Members)	Audit Committee

Date	Induction Daytime	Induction Evening	Draft Committee Calendar
Fri 7/10			
Mon 10/10			
Tue 11/10	Community Buildings and Capital Programme	Climate Emergency	Licensing Sub-Committee
Wed 12/10			
Thu 13/10	(Repeat) Climate Emergency	(Repeat) Community Buildings and Capital Programme	Children and Education Scrutiny Sub-Committee General Purposes 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			Strategic Development Committee
Thu 20/10	(Repeat) Outside Bodies	(Repeat) So...you've been a Councillor for nearly 6 months (follow up to early session led by experienced Councillors)	Housing and Regeneration Scrutiny Sub-Committee
Fri 21/10			
Mon 24/10			Overview and Scrutiny Sub-Committee
Tue 25/10	Workforce / Learning hub	Culture and Sport	Licensing Sub-Committee
Wed 26/10			Cabinet  King George's Field Charity Board

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Thu 27/10	(Repeat) Culture and Sport	(Repeat) Workforce / Learning Hub	
Fri 28/10			
Mon 31/10		Effective Scrutiny (looking at Scrutiny in more depth) Three key aspects – 1 effective questioning skills 2 – the strategic role of scrutiny <b>3 – finance scrutiny</b>  External trainer so only one session (CFPS)	
Tue 1/11	Understanding and using data sets including performance and borough data	Environmental Health	Development Committee
Wed 2/11			
Thu 3/11	(Repeat) Environmental Health	(Repeat) Understanding and using data sets including performance and borough data	
Fri 4/11			
Mon 7/11			
Tue 8/11			Licensing Sub-Committee

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Wed 9/11	<p>Q&amp;A with Directorates (opportunity to explore issues in more depth and identify areas for greater exploration)</p> <p>[Skills audit on what is still missing? Time to reflect Build towards next year's development plan Maybe do skills audit Jan-Mar Also do a quick survey when they join]</p> <p>(Pre-Book)</p>	<p>Q&amp;A with Directorates (opportunity to explore issues in more depth and identify areas for greater exploration)</p> <p>(Pre-Book)</p>	Grants Sub-Committee
Thu 10/11		<p>Resilient groups, interpersonal skills and group cohesion</p> <p>External trainer so only one session</p>	
Fri 11/11			