

Annex A

Detail	Approx Date/Time	Facilitators	Cost if Applicable
<p>In the lead up to the election:</p> <p>Letter to prospective Candidates giving advance warning of the induction programme/training and signing of declaration at count for successful candidates. Letter to include a copy of the Code of Conduct. Letter also to explain special needs of individual councillors will be identified in 1-2-1's with Democratic Services.</p>	April 2015	Democratic Services Staff.	N/A
<p>At the Count:</p> <p>Welcome Letter to be handed to all successful candidates at the count inviting them to induction events. They will also be given a form to complete to identify which induction training sessions they will be attending.</p>	7 May 2015	Democratic Services Staff	N/A

<p>Welcome Pack to include contacts list, register of interests form, personal information form to be completed and returned at induction event the following week.</p>			<p>Print Costs</p>
<p>Week 1 W/C 11th May 2015</p> <p>Induction Event 'Meet the Corporate Management Team'</p>	<p>2 sessions at West Offices (daytime and evening), dates TBC.</p>	<p>Chief Exec/Directors</p>	<p>N/A</p>
<p>Tour of West Offices/Swipe Card issues.</p>	<p>Individual</p>	<p>Facilities Management</p>	
<p>Learning about decision making</p>	<p>2 Sessions, dates TBC</p>	<p>Monitoring Officer</p>	<p>N/A</p>
<p>Councillor Code of Conduct</p>	<p>2 Sessions, dates TBC</p>	<p>Monitoring Officer</p>	<p>N/A</p>
<p>Week 2 W/C 18th May 2015</p> <p>One-to-Ones with each newly elected member will begin to discuss any special requirements; IT</p>	<p>1 hour slots to be arranged to suit individual members throughout May 2015</p>	<p>Democratic Services Staff</p>	<p>N/A</p>

<p>equipment/installation, training needs, issue locker keys, itrent set up.</p> <p>Learning to become community leaders (inc ward demographic information)</p>	<p>Consideration to be given to delivery and tools required</p>	<p>Neighbourhood Services Staff</p>	<p>N/A</p>
<p>Corporate Equalities Role (including Community Impacts Assessment)</p>	<p>Consideration to be given to delivery and tools required</p>	<p>Communities & Neighbourhoods</p>	<p>TBC</p>
<p>'Working with Members'</p> <p>A new course helping new Members to gain an appreciation of Officer roles and their relationships with them in working together as one collaborative organisation.</p>	<p>2 sessions</p>	<p>External provider.</p>	<p>Yes</p>

A joint session with officers.			
Week 3 W/C 25th May 2015			
IT Drop in sessions begin	Various dates and times throughout May and June	Democratic Services Staff	N/A
Corporate Parenting and Safeguarding Roles	Consideration to be given to delivery and tools required	Children's Services, Education & Skills	N/A
Basic Scrutiny	2 sessions TBC	External provider	Yes
Week 4 W/C 1st June 2015			
Essential Licensing	Wednesday 3 rd June 2015	Licensing Manager	May be some cost if we need to source an external provider for Gambling Act Training.
Essential Planning	2 sessions TBC	Planning Officers	

To consider:

Chairs training?

Public speaking?