

Induction Programme for Newly Elected Members

Event Details	Venue
<p>Monday 11th May</p> <p>10.30am West Offices Induction/Tour (including issuing of ID card used for access to West Offices)*</p> <p>2.30pm -5.30pm – One to Ones (Please book a place at the Count or call Laura Bootland 01904 552062)*</p>	<p>Report to West Offices Customer Entrance and ask for Richard Cuff</p> <p>Democratic Services, First Floor, Fawkes Room, West Offices (Report to customer centre reception as a visitor if not yet in possession of ID badge)</p>
<p>Tuesday 12th May</p> <p>10.30am Eco Depot Tour</p> <p>3pm-5.30pm One-to-Ones (see 11th May for details)</p>	<p>Report to Eco Depot Reception, James Street, York and ask for Daniel Brookes.</p> <p>Democratic Services, First Floor, Fawkes Room, West Offices (Report to reception as a Visitor if not yet in possession of Council ID badge)</p>
<p>Wednesday 13th May</p> <p>10am-12noon – Councillor Code of Conduct Training*</p> <p>1pm-4.30pm One to Ones (see 11th May for details)</p> <p>5pm Meet the Council's Management Team*</p>	<p>Severus Room, First Floor, West Offices</p> <p>Democratic Services, First Floor, Fawkes Room, West Offices</p> <p>Hudson Board Room, First Floor, West Offices</p>

<p>Thursday 14th May</p> <p>2.30pm West Offices Induction/Tour (see 11th May for details)</p> <p>3.30pm Meet the Council's Management Team</p> <p>5.30pm-6.30pm One-to-Ones</p>	<p>Report to West Offices Customer Entrance and ask for Richard Cuff</p> <p>Snow Room, Ground Floor, West Offices</p> <p>Democratic Services, First Floor, Fawkes Room, West Offices</p>
<p>Friday 15th May</p> <p>10am-4pm One to Ones (see 11th May for details)</p> <p>10am-4pm IT Drop-in</p>	<p>Democratic Services, First Floor, Fawkes Room, West Offices</p> <p>As above</p>
<p>Monday 18th May</p> <p>10.30am West Offices Induction/Tour (see 11th May for details)</p> <p>1.30pm-6.30pm One to Ones (see 11th May for details)</p> <p>5.15pm Customer Centre Tour</p>	<p>Report to West Offices Customer Entrance and ask for Richard Cuff</p> <p>Democratic Services, First Floor, Fawkes Room, West Offices</p> <p>Report to West Offices Customer Centre and ask for Eilidh Carricker</p>
<p>Tuesday 19th May</p> <p>10am Neighbourhood Model Training*</p> <p>1pm Tour of Mansion House and Council Chamber</p> <p>5.15pm Customer Centre Tour</p> <p>5.30pm Councillor Code of Conduct Training</p>	<p>Snow Room, Ground Floor, West Offices</p> <p>Report to the Mansion House (Front Door)</p> <p>Report to West Offices Customer Centre and ask for Eilidh Carricker</p> <p>Severus Room, First Floor, West Offices</p>

<p>Wednesday 20th May</p> <p>11.15am & 2.15pm Customer Centre Tours</p> <p>5pm Understanding Decision Making*</p>	<p>Report to West Offices Customer Centre and ask for Eilidh Carricker</p> <p>Severus Room, First Floor, West Offices</p>
<p>Thursday 21st May</p> <p>11am Annual Council Meeting* (The Guildhall)</p>	<p>Report to Committee Room 2 at The Guildhall</p>
<p>Friday 22nd May</p> <p>9am Customer Centre Tour</p> <p>10.30am Eco Depot Tour</p> <p>1pm Neighbourhood Model Training</p>	<p>Report to West Offices Customer Centre and ask for Eilidh Carricker</p> <p>Report to Eco Depot Reception, James Street, York and ask for Daniel Brookes.</p> <p>Severus Room, First Floor, West Offices</p>
<p>Monday 25th May</p>	<p>Bank Holiday</p>
<p>Tuesday 26th May</p> <p>1pm Understanding Decision Making</p>	<p>Severus Room, First Floor, West Offices</p>
<p>Wednesday 27th May</p> <p>3pm Tour of Mansion House and Council Chamber.</p> <p>4.30pm General Appeals Training (For all members appointed to Corporate, Environment, Housing and Education appeals panels and see 2nd June)*</p> <p><i>(Please note we have a provisional Corporate Appeal hearing scheduled</i></p>	<p>Report to the Mansion House (Front Door)</p> <p>Severus Room, First Floor, West Offices</p>

<p><i>for Friday 5th June and attendance is essential at both appeals training sessions should you be appointed to the Corporate Appeals panel).</i></p>	
<p>Thursday 28th May</p> <p>4pm Essential Planning Training* <i>(For all Members of Planning Committee, Area Planning Committee and Local Plan WG))</i></p>	<p>Severus Room, First Floor, West Offices</p>
<p>Friday 29th May</p>	<p>No meetings or events</p>
<p>Monday 1st June</p> <p>9.30am Essential Planning Training <i>(See 28th May for details)</i></p> <p>4pm Chairs Training</p>	<p>Severus Room, First Floor, West Offices</p> <p>Severus Room, First Floor, West Offices</p>
<p>Tuesday 2nd June</p> <p>10am – Planning Committee Site Visits <i>(for Members appointed to Planning Committee only)</i></p> <p>5pm Corporate Appeals Training* <i>(see 27th May)</i></p> <p>5.30pm Cabinet</p>	<p>Bus departs from Memorial Gardens</p> <p>Severus Room, First Floor, West Offices</p> <p>Hudson Board Room, First Floor, West Offices</p>
<p>Wednesday 3rd June</p> <p>Essential Licensing Act & Gambling Act Training*</p> <p>2-4pm Gambling Act</p> <p>4.15pm-6.15pm Licensing Act Training</p> <p><i>(Please note in order to sit on Licensing Hearings you must attend the Licensing Act section of this</i></p>	<p>Green Room, Second Floor, West Offices</p>

<i>training)</i>	
<p>Thursday 4th June</p> <p><i>No training events today but please note the following Council meeting:</i></p> <p>4.30pm Planning Committee</p> <p><i>(If on Planning Committee please attend statutory training on either 28th May or 1st June in order to sit on this first meeting)</i></p>	Hudson Board Room, First Floor, West Offices
<p>Friday 5th June</p> <p>10am Provisional Corporate Appeal Panel</p>	Craven Room, Ground Floor, West Offices
<p>Monday 8th June</p> <p>10am-4pm IT Drop-In</p> <p>5pm Corporate and Scrutiny Management Committee</p>	<p>Democratic Services, First Floor, Fawkes Room, West Offices</p> <p>Snow Room, Ground Floor, West Offices</p>
<p>Tuesday 9th June</p> <p><u>10am – 8pm Development Day 1*</u></p> <p>10am-12 noon Making a Positive Impact</p> <p>12.30pm -2.30pm Effective Questioning, Listening & Analysis</p> <p>3pm-5pm Equalities and Diversity</p> <p>6pm-8pm The Modern Ward Member</p>	<p>The Mansion House, St Helens Square, York</p> <p>(State Room, First Floor)</p>
<p>Wednesday 10th June</p> <p>10am Area Planning Site Visits (Members of Area Planning only)</p> <p>1pm Dealing with Casework and Managing Difficult Situations*</p> <p>4pm Dealing with Casework and</p>	<p>Bus departs Memorial Gardens</p> <p>King John Room, Ground Floor West Offices</p> <p>Severus Room, First Floor, West</p>

Managing Difficult Situations 5.30pm Health Overview and Scrutiny Committee	Offices. Hudson Board Room, First Floor, West Offices
Thursday 11th June 2pm Area Planning Sub Committee	Hudson Board Room, First Floor, West Offices
Friday 12th June 10am Provisional Corporate Appeals Panel	King John Room, Ground Floor, West Offices
Thursday 18th June <u>10am-8pm Development Day 2*</u> 10am-12 noon The Modern Ward Member 12.30pm-2.30pm Equalities and Diversity 3pm-5pm Making a Positive Impact 6pm-8pm Effective Questioning and Listening Skills	Hudson Board Room, First Floor, West Offices

If you have any queries relating to any of the sessions outlined above please contact Laura Bootland, Democratic Services Officer on 01904 552062 or laura.bootland@york.gov.uk

You may attend any of the events without prior booking except where stated. However, you can advise of attendance or non-attendance by contacting Laura Bootland on the above details.

Please note some sessions are being offered more than once to enable some flexibility to Members. You only need to attend each event once.

If you cannot attend any of the statutory training on the dates scheduled (denoted with *) e.g. Planning, Licensing or Corporate Appeals then please contact Laura Bootland on the details above so other arrangements can be made.