

2023 Member Induction Programme

Date	Times	Venue	Event
Monday 8th May	5.30pm – 7.30pm	Old Forde House	Welcome Evening with Strategic Leadership Team – an informal evening to which all Members are invited to attend. <i>Please note photographs for the website and ID pass will be taken.</i>
			<i>Signing of Declaration of Office will take place during the Welcome Evening and the following Induction Day</i>
Tuesday 9th May	9.30am -11am	Council Chamber	Strategic Leadership Team – Overview of the Council
	11.15am -12.15pm	Council Chamber	Committee Structure and operation of Chamber equipment
	1pm – 4pm	Council Chamber	Service Information Workshops <i>10 to 15 minutes with members of CMT</i>
Wednesday 10th May	5.30pm – 7.30pm	Council Chamber	Standards and Code of Conduct
Thursday 11th May	10am – 12.30pm	Council Chamber	Standards and Code of Conduct
Thursday 11th May	1.30 pm – 4pm	Council Chamber	IT Training Workshops – for members to received iPad and be given an overview of the equipment - Members will be able to select given times on the evening 8 May – <i>in person 45 mins slots</i>

Friday 12 May	9am – 2pm	Council Chamber	IT Training Workshops – Members will be able to select given times on the evening 8 May – <i>in person 45 mins slots</i>
Tuesday 16 May	10am – 12 noon	In person Council Chamber	Cyber Security and Protecting Your Information
Thursday 18th May	10am – 12 noon	In Person Council Chamber	Scrutiny Training
Monday 22 May	9.30am – 1.30pm	In person Council Chamber	IT Training Workshops – for members to received iPad and be given an overview of the equipment - Members will be able to select given times on the evening 8 May – <i>in person 45 mins slots</i>
Tuesday 23 May	10am	Council Chamber	Annual Council
Thursday 25 May	10am – 1.30pm	MS Teams/Virtual	Equality and Diversity
Monday 5 June	10am – 12.00pm	In Person Council Chamber	Planning Training <i>Mandatory for Committee Members and substitutes</i>
Wednesday 7 June	9.30am – 1pm	In Person Council Chamber – break drinks 11am	Licensing Training <i>Mandatory for Committee Members and substitutes</i> <i>Premises Licenses and taxis</i>
Thursday 8 June	10am – 12.30pm	MS Teams	Chairs Skill Training
Tuesday 12 June	10am	Council Chamber	Planning Committee

Wednesday 13 June	10am – 12.30pm	MS Teams	Emergency Planning - David Eaton
Thursday 14 June	10am-1.30pm	MS Teams	Equality & Diversity - South West Councils
Tuesday 20 June	10am	Council Chamber	Overview and Scrutiny Committee (1)
Wednesday 21 June	10am – 12.00pm	MS Teams	Safeguarding
Tuesday 27 June	10am	Council Chamber	Executive
Wednesday 5 July	10am – 12pm	MS Teams	Audit Training
Friday 7 July		MS Teams	Safeguarding
Wednesday 27th September	10 am – 11.30am	Council Chamber	Finance Workshop - will cover the role and responsibilities of the Chief Finance Officer and legislation relating thereto. The sessions will also look at the various activities involved within Finance including setting budgets, investment appraisal, treasury management, year end closedown, insurance, payroll etc.