

FUTURE MEMBER INDUCTION PROGRAMME

DATE	EVENT (* All sessions will be held at Follaton House, Plymouth Road, Totnes unless stated otherwise)	LEAD OFFICER / MEMBER
<p>WEEK 1:</p> <p>Thursday, 2 May 2019</p> <p>Thursday, 2 – Friday, 3 May 2019</p>	<p>Election Polling Day</p> <p>Election Verification and Count</p> <p><i>(NB. officers in attendance at the count will have copies of the Induction Programme available to hand out to successful candidates.)</i></p>	
<p>WEEK 2:</p> <p>Wednesday, 8 May 2019</p> <p>Thursday, 9 May 2019 – 12 noon to 5.00pm</p>	<p>Annual Council Agenda to be published</p> <p>Mandatory session for all Members to attend any time between 12 noon and 5.00pm <i>(Cary Room unless stated otherwise)</i></p> <ul style="list-style-type: none"> • Sign the Declaration of Acceptance of Office <i>(Old House Meeting Room 1)</i>; • Through a series of workstations to issue: FAQ handbook / security pass / Travel Claim Forms / Member Profile form (including contact details) / opportunity to clarify details relating to the Induction Programme / Register of Interests form / Payroll forms / Business Card requests / DBS checks; establish bank account details; management structure; officer contact details; Council structure; introduce officer and/or Member Buddy; • Brief Tour of Follaton House; • Media Workstation; • Issue IT device and handbook (to include email etiquette and IT security guidance) <i>(Nash Room)</i>; and • Individual Photographs. 	

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Friday, 10 May 2019 (am)	<p>Welcome and Introductions</p> <p>South Hams – Setting the Scene (to include introductions to the Senior Leadership Team and Extended Leadership Team and pertinent significant corporate issues (e.g. Relationship with West Devon BC, Commercial Property Strategy, Waste, future challenges faced, Corporate Priorities, Corporate Strategy, Operating Model (including the role of Case Management) with there being an opportunity at each juncture for Member questions.))</p> <p>How the Council Works (to include:</p> <ul style="list-style-type: none"> • Council structure, governance arrangements (including decision making responsibilities), Meeting Procedures and Council Reports; • Overview and Scrutiny Panel; • Finance, Budget Setting and External Auditors; and • Code of Conduct.) 	<p>Chief Executive and previous Leader of Council</p> <p>SLT and ELT reps and previous lead Executive Members</p> <p>Monitoring Officer, S151 Officer, Democratic Services and previous Chairman of Council</p>
Friday, 10 May 2019 (pm)	<p>Introduction to the role of the Executive, O+S Panel, DM Committee, Licensing Committee, Audit Committee and Salcombe Harbour Board (to include: terms of reference of each Committee, lead Member roles and responsibilities, agenda setting etc)</p>	<p>Chief Executive, Monitoring Officer, S151 Officer, Salcombe Harbour Master and Democratic Services and the previous Chairmen of these Committees (if still Members)</p>
Friday, 10 May 2019 (pm)	<p>Structured IT Training Session To include: IT Security; Modern.Gov; and Outlook (both email and Calendar).</p>	<p>IT COP Lead, IT Specialists and Democratic Services Officers</p>

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WEEK 3:		
Monday, 13 May 2019 am	The Planning Process (Part 1) (NB: newly elected Members will have to attend both of these sessions before they can take part in the planning decision-making process) (to include: <ul style="list-style-type: none"> • Setting decisions in a policy context – the National Planning Policy Framework, Joint Local Plan and Neighbourhood Plans.) 	Place and Strategy, Development Management and Legal Specialists and previous Chairman of DM and Lead Executive Member for Strategic Planning
Monday, 13 May 2019 12 noon	Deadline for expressions of interest to serve on the Salcombe Harbour Board	Salcombe Harbour Master and Democratic Services
Monday, 13 May 2019 pm	The Planning Process (Part 2) (to include: <ul style="list-style-type: none"> • What is 'development' and what applications do we receive? • What is meant by pre-application? • 'Permission in Principle'; • Material Planning Considerations; • Planning Enforcement • The role of the Ward Member and the role and workings of the Development Management Committee (incl. Chairman's Briefings and Site Inspections); • The appeal process and awards of costs; and • Tree Preservation Orders.) 	Development Management, Licensing, Legal and Democratic Services Specialists and previous Chairman of DM and Lead Executive Member for Development Management
Tuesday, 14 May 2019 pm	Media Skills (to include Social Media) Council Procedure Rules Quiz	Communications Monitoring Officer and Democratic Services and Chairman

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Wednesday, 15 May 2019	Salcombe Harbour Board Interviews	Salcombe Harbour Master and Democratic Services
Thursday, 16 May 2019 9.30am	Chairman's Briefing for Council (<i>only for 2017/18 Chairman and 2018/19 Chairman and Vice-Chairman elect and Leader and Deputy Leader elect</i>)	Chief Executive
11.00am – 1.00pm	Informal Council (inc. 11am to 12noon – Locality Service and 'Meet Your Locality Engagement Officers')	Localities Team Leader and Engagement Officers / SLT and Democratic Services
2.00pm	ANNUAL COUNCIL MEETING (<i>NB. this is the meeting during which appointments to Council Bodies will be considered</i>)	SLT and Democratic Services
Friday, 17 May 2019 9.00am	Development Management Committee Chairman's Briefing (<i>only for the Committee Chairman and Vice Chairman</i>)	DM COP Lead, Legal and Democratic Services
10.00am	Chairing Skills	External Trainer
1.30pm	Waste Working Group	Members of the Waste Working Group
WEEK 4:		
Monday, 20 May 2019 (am)	Development Management Committee Mock Meeting (<i>NB. to also include a TPO mock application, Committee processes and procedures. Whilst this session will be targeted towards appointed DM Committee Members all Members are encouraged to attend this event.</i>)	DM COP Lead, DM Specialists, Legal and Democratic Services Specialists

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Monday, 20 May 2019 (pm)	DM Committee Site Inspections <i>(if required)</i>	DM Specialists and Democratic Services Specialist
Wednesday, 22 May 2019 <i>(start time depending on length of the agenda)</i>	DEVELOPMENT MANAGEMENT COMMITTEE	Democratic Services
Thursday, 23 May 2019 (am)	Safeguarding, General Data Protection Regulation, Equality and Diversity, Freedom of Information, Business Continuity and Health and Safety (to include lone working) <i>(NB: interactive session to include case studies and good and bad practice)</i>	Group Manager – Business Development, Legal Specialist, COP Lead (Environmental Health) and Safeguarding Officer(s)
Thursday, 23 May 2019 (pm)	Audit Committee Member Workshop – Annual Governance Statement and Budget Book	Section 151 Officer and Monitoring Officer
	Executive Briefing <i>(for Executive Members only)</i>	SLT
WEEK 5 <i>(May Half Term):</i>		
WEEK 6:		
Monday, 3 June 2019 2.00pm	Salcombe Harbour Board Workshop	
Wednesday, 5 June 2019 9.30am	Licensing Committee Training (NB. all Members are encouraged to attend this session)	Licensing, Legal and Democratic Services Specialists
11.00am	DEVELOPER FORUM - WOOLWELL	
pm	Governance Training <i>(to be delivered by Bethan Evans)</i>	

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Thursday, 6 June 2019: 10.00 am	EXECUTIVE	SLT
Thursday, 6 June 2019 (pm)	Overview and Scrutiny Training and Draft Work Programmes (NB. all Members are encouraged to attend this session)	SLT and Democratic Services
WEEK 7:		
Monday, 10 June 2019: 10.00 am	Development Management Committee Chairman's Briefing (<i>only for the Committee Chairman and Vice Chairman</i>)	DM COP Lead, Legal and Democratic Services
Wednesday, 12 June 2019: am	WD Hub Committee and SH Executive Joint Member Session (<i>to be confirmed – Woolwell a suggested venue</i>)	Group Managers
pm	WD and SH All Member Session (<i>to be confirmed – Woolwell a suggested venue</i>)	SLT
Thursday, 13 June 2019 am	OVERVIEW AND SCRUTINY PANEL	
pm	Audit Committee Training (to include Risk Management) (NB. all Members are encouraged to attend this session)	
Friday, 14 June 2019 10.00am	Waste Working Group	Members of the Waste Working Group

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WEEK 8:		
Monday, 17 June 2019:	Development Management Committee Site Inspections <i>(if required)</i>	Planning, Legal and Democratic Services Specialists
Wednesday, 19 June 2019: <i>(start time depending on length of agenda)</i>	DEVELOPMENT MANAGEMENT COMMITTEE	
Thursday, 20 June 2019 10.00am	AUDIT COMMITTEE	Section 151 Officer and Finance Specialists
1.30pm – 3.30pm	Medium Term Financial Strategy Training	Section 151 Officer and Finance Specialists
WEEK 9:		
Monday, 24 June 2019: am	Salcombe Harbour Board Annual Inspection	Salcombe Harbour Master
pm	SALCOMBE HARBOUR BOARD MEETING	Salcombe Harbour Master, Deputy Monitoring Officer, Democratic Services
Thursday, 27 June 2019: All day	Tour of the South Hams District	

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WEEK 10:		
Thursday, 4 July 2019: am	Member Briefings – Universal Credit; Housing Needs and Devon Home Choice	Housing and Revenues Specialists
2.00pm	Assets Projects Update	Head of Assets Practice
3.30pm	Executive Briefing	