

New Councillor Induction and Refresher Programme

DATE	TIME	WHO	WHAT
Monday 9 May 2011	3pm – 5pm	Penny James, Chief Exec and Tonya Meers, Monitoring Officer – also, members of CMT who are available	Welcome session and signing of Declaration of Office 3.00pm – Signing of Declaration of Office in the John Meikle Room – informal meet & greet with CMT 3.40pm (approx) – Reception in Committee Room 2 IT expert to be on hand to offer advice Photos for ID badges
Wednesday 11 May 2011 (and repeated Thursday 12 May 2011)	6pm – 9pm	Ronnie Farley Tonya Meers, Monitoring Officer	So Now You've Been Elected – What Now? The Roles and Responsibilities
Thursday 12 May 2011	12.30pm – 3.30pm (buffet available 12noon)	Ronnie Farley Tonya Meers, Monitoring Officer	So Now You've Been Elected – What Now? The Roles and Responsibilities
Wednesday 18 May 2011	6.15pm – 8.15pm	Shirlene Adam, Director, Simon Lewis, Strategy Manager and Tonya Meers, Monitoring Officer	Briefing on the Core Strategy and Budget Review Project
Thursday 19 May 2011	12.00pm – 2.00pm (buffet available 11.45am)	Penny James, Chief Executive, Directors and Theme Managers	The Role of a Councillor and the Corporate Plan Structure of the Council Theme/service presentations
Tuesday 24 May 2011	6pm	Kate Woollard	Visit to the Nursery, Stoke Road
Wednesday 25 May 2011	12 – 1.30pm	Judith Jackson, Legal Services Manager, Bryn Kitching, Development Control	The Role of a Councillor on Planning Committee **Essential for all councillors joining the Planning Committee**

JUNE

DATE	TIME	WHO	WHAT
Thursday 2 June 2011	2pm – 4pm OR 6.15pm – 8.15pm	Tonya Meers, Monitoring Officer & Chris Gunn, SWAP	Ethical Governance <ul style="list-style-type: none"> • Code of Conduct • Standards Committee • Freedom of Information • Data Protection • Fraud and corruption
Monday 13 June 2011	12.30pm – 2.30pm (buffet available 12noon)	Claire Bramley, Customer Contact Manager, Richard Bryant, Democratic Services Manager and Kelvin Betty, IT	Getting Things Done – Casework <ul style="list-style-type: none"> • Customer service centres and customer service points • The Role of the Democratic Services Office • Navigating the Taunton Deane Borough Council Website, Intranet and Members' Portal
Thursday 16 June 2011	12noon – 1.30pm (buffet available 11.45am) OR 6.15pm – 7.45pm	Shirlene Adam, S151 Officer & Paul Fitzgerald, Financial Services Officer	An Introduction to Local Government Finance
Wednesday 22 June 2011	12.30pm – 2.30pm	Richard Bryant, Democratic Services Manager Democratic Services Team	Democratic Processes <ul style="list-style-type: none"> • Decision Making • Scrutiny and Councillor Call for Action
Tuesday 28 June 2011	4.30pm – 6pm	Judith Jackson, Legal Services Manager, Ian Carter, Licensing Manager	Licensing Training Formal Licensing Committee followed by training - **Essential for all councillors joining the Licensing Committee**

JULY

DATE	TIME	WHO	WHAT
Monday 4 July 2011	12.30pm – 2.30pm OR 6.15pm – 8.15pm	Lisa Redston, Strategy Officer David Woodbury, Health and Safety Advisor	Equalities and Diversity Health and Safety Briefing, including lone working
Wednesday 6 July 2011	6.15pm – 7.45pm	Fiona Capstick, Jill Sillifant & Ian Connor, Southwest One	A Guide to Southwest One
Monday 18 July 2011 (repeated 26 July)	12.30pm – 2.30pm (buffet available 12.15pm)	Richard Sealy, Performance and Client Manager	The Role of the Performance and Client Team
Friday 22 July 2011	10.00am – 3.00pm (lunch and refreshments provided)	Democratic Services Team	Tour of the Borough <ul style="list-style-type: none"> • Taunton TIC • Priorswood HWRC • May Gurney recycling centre • Wellsprings Leisure Centre • Wellington Community Office
Tuesday 26 July 2011	6.15pm – 8.15pm	Richard Sealy, Performance and Client Manager	The Role of the Performance and Client Team

AUGUST

DATE	TIME	WHO	WHAT
Monday 1 August 2011	6.15pm – 7.45pm	Shirlene Adam, Strategic Director, Mark Leeman, Strategy Officer	Tackling Deprivation and Community Development
Tuesday 9 August 2011	12.30pm – 4.45pm (lunch, tea and refreshments provided from 12noon)	Richard Parsons	Confident Public Speaking
Tuesday 30 August 2011	6.15pm – 8.15pm	Joy Wishlade, Strategic Director, Tim Burton, Growth and Development Mark Green, Ian Franklin, Project Taunton Nick Bryant, Strategy Lead	Regeneration

SEPTEMBER

DATE	TIME	WHO	WHAT
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Monday 5 September 2011	6.15pm – 7.45pm	Shirlene Adam, Strategic Director, Jo Humble, Housing Enabling Lead	Affordable Housing
Monday 12 September 2011	5.15pm – 8.15pm	Richard Parsons	Assertiveness
Tuesday 20 September 2011	1pm – 4pm (lunch and refreshments provided from 12noon)	Richard Parsons	Dealing with Conflict and Difficult Situations
Thursday 29 September 2011	5pm – 8pm	Graham Russell	Effective Meetings and Chairing Skills

OCTOBER

DATE	TIME	WHO	WHAT
Thursday 6 October 2011	6.15pm – 8.15pm	Tim Burton	An Introduction to Planning and Planning Enforcement (for Councillors not on the Planning Committee)
Thursday 20 October 2011	6.15pm – 8.15pm	Kevin, Toller, Strategic Director	Time Management

New Councillor Induction and Refresher Programme – Booking Sheet

NAME:

Please indicate which sessions you are attending – those marked * are compulsory.

N.B All events will take place in The Deane House unless stated otherwise.
Refreshments/food will be provided where appropriate.

Name of session	Date(s)	Attendance Time
*Welcome session and signing of Declaration of Office	9 May 2011	3pm – 5pm
*So now you've been elected – what now?	11 May 2011 or 12 May 2011	6pm – 9pm 12.30pm – 3.30pm
*Core Strategy and Budget Review Project	18 May 2011	6.15pm – 8.15pm
*The Role of a Councillor and the Corporate Plan	19 May 2011	12noon – 2pm
Visit to the Nursery, Stoke Road	24 May 2011	6pm
The role of a Councillor on Planning Committee	25 May 2011	12noon – 1.30pm
*Ethical Governance	2 June 2011	2pm – 4pm or 6.15pm – 8.15pm
Getting things done – casework	13 June 2011	12.30pm – 2.30pm or 6.15pm – 8.15pm
An introduction to Local Government Finance	16 June 2011	12noon – 1.30pm or 6.15pm – 7.45pm
*Democratic Processes	22 June 2011	12.30pm – 2.30pm or 6.15pm to 8.15pm
Licensing	28 June 2011	6.15pm to 8.15pm
*Equalities and Diversity	4 July 2011	12.30pm to 2.30pm or 6.15pm to 8.15pm
A Guide to Southwest One	6 July 2011	6.15pm – 7.45pm
Performance of the Council	18 July 2011 or 26 July 2011	12.30pm – 2.30pm 6.15pm – 8.15pm
Tour of the Borough	22 July 2011	10am – 3pm
Tackling Deprivation and Community Development	1 August 2011	6.15pm – 7.45pm
Confident Public Speaking	9 August 2011	1pm – 5pm
Climate Change	15 August 2011	12.30pm – 2pm or 6.15pm – 7.45pm
Regeneration	30 August 2011	6.15pm – 8.15pm
Affordable Housing	5 September 2011	6.15pm – 7.45pm
Assertiveness	12 September 2011	5.15pm – 8.15pm
Media Skills	13 September 2011	6.15pm – 7.45pm
Dealing with conflict and difficult situations	20 September 2011	1pm – 5pm
Effective meetings and Chairing skills	29 September 2011	5pm – 8pm
An introduction to Planning and Planning Enforcement	6 October 2011	6.15pm – 8.15pm
Time Management	20 October 2011	6.15pm – 8.15pm

Thank you for completing this form.

To be returned to: Donna Durham, Democratic Support Manager, Legal and Democratic Services, The Deane House, Belvedere Road, Taunton, TA1 1HE.



Councillor Development Events – 2011/2015

To book a place, please contact Donna Durham on 01823 356382 or d.durham@tauntondeane.gov.uk

Colour key:

Mandatory – all Councillors should attend



Statutory – if you are on this Committee you should attend to ensure you fulfil your legal obligations



Strongly recommended – provides key information relating to roles and responsibilities



Optional – skills development



Year One

So Now You've Been Elected
The Role of a Councillor and the Corporate Plan
The Role of a Councillor on Planning Committee
Ethical Governance
Getting things done – Casework
An Introduction to Local Government Finance
Democratic Processes
Licensing Training
Equalities and Diversity
Performance of the Council
Tour of the Borough
Tackling Deprivation and Community Development
Confident Public Speaking
Climate Change
An introduction to Planning and Enforcement
Regeneration
Affordable Housing
Time Management
Effective Meetings and Chairing Skills
Dealing with Conflict and Difficult Situations
Media Training
Health and Safety
Assertiveness

Year Two

Code of Conduct
Conservation
Housing
Influencing and Partnership Skills
Local Development Framework
Procurement

Year Three

Code of Conduct
Audit
Car Park Services
Project Management
Questioning Techniques
Succession Planning

Year Four

Code of Conduct
CCTV Control Room Visit
Change and Conflict Management
Community Services
Environmental Health, including Dog Warden and Pest Control
Risk Management
Sustainable Energy
Waste and Recycling Services

Other

Speed Reading
IT
Leadership
Stress Management