

## FUTURE MEMBER INDUCTION PROGRAMME

DATE	EVENT (* All sessions will be held at Follaton House, Plymouth Road, Totnes unless stated otherwise)	LEAD OFFICER / MEMBER
<b>PRE-ELECTION:</b>  <b>Wednesday, 30 January 2019</b> <b>6.30pm – 8.00pm</b>          <b>Tuesday, 26 March 2019</b>          <b>Wednesday, 3 April 2019</b> <b>4.00pm</b>  <b>Thursday, 4 April 2019</b> <b>4.00pm</b>	<b>Prospective Candidate Evening for potential District, Town and Parish Councillors (advertised from December onwards)</b>  <i>(NB. at this session, copies of the Induction Programme and key meeting dates following the election will be made available to attendees and published on the website. Also, Group Leaders should be asked to clarify their respective procedures for the formation of a political group at this session).</i>	Democratic Services and Elections Specialists / Group Leaders
	<b>Publication of Notice of Election</b>	
	<b>Deadline for Receipt of Nominations</b>	
	<b>Publication of Statements of Persons Nominated</b> (NB. at this time, copies of this Programme will be sent to all prospective candidates.)	
<b>WEEK 1:</b>  <b>Thursday, 2 May 2019</b>  <b>Thursday, 2 – Friday, 3 May 2019</b>	<b>Election Polling Day</b>	
	<b>Election Verification and Count</b>  <i>(NB. officers in attendance at the count will have copies of the Induction Programme available to hand out to successful candidates.)</i>	

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<p><b>WEEK 2:</b></p> <p><b>Wednesday, 8 May 2019</b></p> <p><b>Thursday, 9 May 2019 – 12 noon to 5.00pm</b></p> <p><b>Friday, 10 May 2019 (am)</b></p>	<p><b>Annual Council Agenda to be published</b></p> <p><b>Mandatory session for all Members to attend any time between 12 noon and 5.00pm</b></p> <ul style="list-style-type: none"> <li>• Sign the Declaration of Acceptance of Office;</li> <li>• 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; establish bank account details; management structure; officer contact details; Council structure; introduce officer and/or Member Buddy;</li> <li>• Media Workstation;</li> <li>• Issue IT device and handbook (to include email etiquette); and</li> <li>• Individual Photographs.</li> </ul> <p><b>Welcome and Introductions</b></p> <p><b>South Hams – Setting the Scene</b> (to include introductions to the Senior Leadership Team and Extended Leadership Team and pertinent significant corporate issues (e.g. future challenges faced, Corporate Priorities and Our Plan) with there being an opportunity at each juncture for Member questions.)</p> <p><b>How the Council Works</b> (to include:</p> <ul style="list-style-type: none"> <li>• Council structure, governance arrangements (including decision making responsibilities), Meeting Procedures and Council Reports;</li> <li>• Overview and Scrutiny Panel;</li> </ul>	<p></p> <p></p> <p>Head of Paid Service 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>

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Friday, 10 May 2019 (pm)	<ul style="list-style-type: none"> <li>Finance, Budget Setting and External Auditors; and</li> <li>Code of Conduct.)</li> </ul> <p><b>Introduction to the role of the Executive, O+S Panel, DM Committee, Licensing Committee, Audit Committee and Salcombe Harbour Board</b> (to include: terms of reference of each Committee, lead Member roles and responsibilities, agenda setting etc)</p>	Head of Paid Service, Monitoring Officer, S151 Officer, Salcombe Harbour Master and Democratic Services and the previous Chairmen of these Committees (if still Members)
Friday, 10 May 2019 (pm)	<p><b>Structured IT Training Session</b> <b>To include: IT Security; Modern.Gov; and Outlook (both email and Calendar).</b></p>	IT COP Lead, IT Specialists and Democratic Services Officers
<b>WEEK 3:</b>		
Monday, 13 May 2019 am	<p><b>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)</b> (to include:</p> <ul style="list-style-type: none"> <li>Setting decisions in a policy context – the National Planning Policy Framework, Joint Local Plan and Neighbourhood Plans.)</li> </ul>	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	<p><b>Deadline for expressions of interest to serve on the Salcombe Harbour Board</b></p>	Salcombe Harbour Master and Democratic Services
Monday, 13 May 2019 pm	<p><b>The Planning Process (Part 2)</b> (to include:</p> <ul style="list-style-type: none"> <li>What is ‘development’ and what applications do we receive?</li> <li>What is meant by pre-application?</li> <li>‘Permission in Principle’;</li> <li>Material Planning Considerations;</li> </ul>	Development Management, Licensing, Legal and Democratic Services Specialists and previous Chairman of DM and Lead Executive Member for Development Management

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	<ul style="list-style-type: none"> <li>The role of the Ward Member and the role and workings of the Development Management Committee (incl. Chairman's Briefings and Site Inspections);</li> <li>The appeal process and awards of costs; and</li> <li>Tree Preservation Orders.)</li> </ul>	
Tuesday, 14 May 2019 am	Chairing Skills	Trainer (either internal or external) and an experienced previous Committee Chairman
Tuesday, 14 May 2019 pm	Media Skills (to include Social Media)	Communications
	Council Procedure Rules Quiz followed by a Mock Council Meeting	Monitoring Officer and Democratic Services and Chairman
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> )	Head of Paid Service
11.00am – 1.00pm	Informal Council	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 10.00am	Development Management Committee Chairman's Briefing ( <i>only for the Committee Chairman and Vice Chairman</i> )	DM COP Lead, Legal and Democratic Services
WEEK 4:		

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<b>Monday, 20 May 2019 (am)</b>	<b>Development Management Committee Mock Meeting</b> <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
<b>Monday, 20 May 2019 (pm)</b>	<b>DM Committee Site Inspections</b> <i>(if required)</i>	DM Specialists and Democratic Services Specialist
<b>Wednesday, 22 May 2019</b> <i>(start time depending on length of the agenda)</i>	<b>DEVELOPMENT MANAGEMENT COMMITTEE</b>	Democratic Services
<b>Thursday, 23 May 2019 (am)</b>	<b>Safeguarding, General Data Protection Regulation, Equality and Diversity and Freedom of Information</b> <i>(NB: interactive session to include case studies and good and bad practice)</i>	Group Manager – Business Development, Legal Specialist and Safeguarding Officer(s)
<b>Thursday, 23 May 2019 (pm)</b>	<b>Executive Briefing</b> <i>(for Executive Members only)</i>	SLT
<b>WEEK 5</b> <i>(May Half Term):</i>		
<b>WEEK 6:</b>		
<b>Wednesday, 5 June 2019</b> <b>am</b>	<b>Licensing Committee Training</b> (NB. all Members are encouraged to attend this session)	Licensing, Legal and Democratic Services Specialists
<b>pm</b>	<b>Governance Training</b> <i>(to be delivered by Bethan Evans)</i>	

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Thursday, 6 June 2019:  10.00 am	<b>EXECUTIVE</b>	SLT
Thursday, 6 June 2019 (pm)	<b>Overview and Scrutiny Training and Draft Work Programmes</b> (NB. all Members are encouraged to attend this session)	External Trainer and Democratic Services
<b>WEEK 7:</b>		
Monday, 10 June 2019:  10.00 am	<b>Development Management Committee Chairman's Briefing</b> ( <i>only for the Committee Chairman and Vice Chairman</i> )	DM COP Lead, Legal and Democratic Services
Wednesday, 12 June 2019: am	<b>WD Hub Committee and SH Executive Joint Member Session</b> ( <i>to be confirmed – Woolwell a suggested venue</i> )	Group Managers
pm	<b>WD and SH All Member Session</b> ( <i>to be confirmed – Woolwell a suggested venue</i> )	SLT
Thursday, 13 June 2019 am	<b>OVERVIEW AND SCRUTINY PANEL</b>	
pm	<b>Audit Committee Training</b> (NB. all Members are encouraged to attend this session)	
<b>WEEK 8:</b>		
Monday, 17 June 2019:	<b>Development Management Committee Site Inspections</b> ( <i>if required</i> )	Planning, Legal and Democratic Services Specialists
Wednesday, 19 June 2019:		

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