

Appendix A - Induction & Refresher programme for all Councillors following the May 2015 elections

Date	Event	Time	Venue	Delivered by
Fri 8th May	The Count Legal signing Photographs	10.00am onwards	Westlands Leisure Complex	Democratic Services staff
Week 1				
Tues 12th May (am)	About the Council (including Area working) Welcome to SSDC and a general overview of our services, departments and responsibilities (recommended for new Councillors) Break SSDC Constitution – Ethics/Probity (recommended for new Councillors)	9.30am – 11.00am 11.00am – 11.15am 11.15 am – 12.15pm	Council Chamber B	Mark Williams / Rina Singh / Vega Sturgess Ian Clarke
Wed 13th May (am)	Introduction to equalities issues and safeguarding children and vulnerable adults (essential for all Councillors)	9.00am – 11.00am	Council Chamber	Jo Morgan / Mike Holliday
Thurs 14th May (am)	Introduction to Local Government Finance & Audit (recommended for new Councillors) Break Using the council website Email and IT queries (recommended for new Councillors)	9.30am – 11.00am 11.00am - 11.15am 11.15am – 1.00pm	Council Chamber	Donna Parham IT & Democratic Services Staff
Thurs 14th May (evening)	About the Council (including Area working) Welcome to SSDC and a general overview of our services, departments and responsibilities (repeat session) Break SSDC Constitution – Ethics/Probity (repeat session) (recommended for new Councillors)	6.00 pm – 7.30 pm 7.30 pm – 7.45 pm 7.45pm - 8.45pm	Council Chamber	Mark Williams / Rina Singh / Vega Sturgess Ian Clarke

Date	Event	Time	Venue	Delivered by
Week 2				
Mon 18th May (evening)	Introduction to Local Government Finance & Audit (repeat session)	6.00pm - 7.30pm	Council Chamber	Donna Parham
Tues 19th May (am)	Introduction to Development Control for new councillors (determination of planning applications) including equalities issues relating to Development Control (compulsory for new Councillors)	9.00am – 1.00pm	Council Chamber	Martin Woods / David Norris/ Jo Morgan
Weds 20th May (evening)	Introduction to Development Control for new Councillors (determination of planning applications) including equalities issues relating to Development Control (repeat session) (compulsory for new Councillors)	4.00pm – 8.00pm	Main Committee Room	Martin Woods / David Norris/ Jo Morgan
Thurs 21st May (pm)	Using the council website Email and IT queries (repeat session)	2.00pm – 4.00pm	Council Chamber	IT & Democratic Services Staff
Thurs 21st May (pm)	Displays of SSDC Services and Partnerships and tour of Brympton Way offices	4.00pm – 6.00pm	Canteen area / Foyer	All services
Thurs 21st May (evening)	Political Group Meetings	6.00pm – 7.00pm	Council Chamber / Main Committee Room	Political Group Leaders
Thurs 21st May (evening)	Full Council Annual General Meeting (all Councillors)	7.30pm onwards	Council Chamber	All Councillors

Date	Event	Time	Venue	Delivered by
Week 3				
Tues 26th May (evening)	Area Working and Membership of Outside Bodies (including Performance Management) (recommended for new Councillors)	5.00pm – 8.00pm	Council Chamber	Helen Rutter/ Kim Close/ Charlotte Jones/ Andrew Gillespie
Wed 27th May (pm)	Area Working and Membership of Outside Bodies (including Performance Management) (repeat session) (recommended for new Councillors)	2.00pm – 5.00pm	Council Chamber	Helen Rutter/ Kim Close/ Charlotte Jones/ Andrew Gillespie
Wed 27th May (evening)	Introduction to equalities issues and safeguarding children & vulnerable adults (repeat session) (essential for all Councillors)	6.00pm – 8.00pm	Council Chamber	Jo Morgan / Mike Holliday
Thurs 28th May (am)	Audit Committee Members training – including Treasury Management and the Council's Statement of Accounts	10.00am - 1.00pm	Main Committee Room	Donna Parham / Karen Gubbins
Thurs 28th May (pm)	Development Control and Spatial Planning (including Section 106 Obligations towards Community Health and Leisure facilities) (compulsory for all Councillors)	2.00pm – 6.00pm	Council Chamber	Martin Woods / David Norris/ Paul Wheatley/ Lynda Pincombe

Week 4				
Date	Event	Time	Venue	Delivered by
Mon 1st June (all day)	Licensing – all Licensing Committee members (compulsory for Licensing Committee Councillors)	9.30am – 3.00pm	Council Chamber	James Button, Solicitor specialising in Licensing Law.
Tues 2nd June (am)	Scrutiny Committee training – all Scrutiny Committee members	9.30am – 12.00pm	Main Committee Room	Emily McGuinness
Tues 2nd June (evening)	Development Control and Spatial Planning (including Section 106 Obligations towards Community Health and Leisure facilities) (repeat session) (compulsory for all Councillors)	5.00pm - 9.00pm	Council Chamber	Martin Woods / David Norris/ Paul Wheatley/ Lynda Pincombe
Thurs 4th June (am)	District Executive Committee meeting	9.30am onwards	Council Chamber	Executive Committee members and officers
Thurs 4th June (pm)	CEO/Leader briefing	2.00pm – 3.00pm	Council Chamber	Mark Williams, CEO
Thurs 4th June (evening)	Chairing Meetings Skills Training	5.00pm – 7.30pm	Council Chamber	Graham Russell
Fri 5th June (am)	Chairing Meetings Skills Training (repeat session)	10.00am – 12.30pm	Council Chamber	Graham Russell

Week 5 and beyond				
Date	Event	Time	Venue	Delivered by
Mon 8th June (all day)	Licensing Training at East Devon DC (compulsory for any Councillor appointed to the Licensing Committee who is unable to attend on Monday 1 st June)	9.30am – 3.00pm	East Devon DC offices, Sidmouth	Philip Kolvin QC Cornerstone Barristers
Tues 9th June (evening)	Press and media awareness; how to deal with the press (recommended for new Councillors)	6.00pm – 7.30pm	Main Committee Room	Martin Hacker / Mary Ostler / Local reporter
Thurs 11th June (pm and evening)	Data Protection for Councillors (recommended for all Councillors)	2.00pm – 4.30pm and 5.30pm – 8.00pm (repeat session)	Council Chamber	Gill Smith DP Assist
Mon 15th June (am)	Press and media awareness; how to deal with the press (repeat session) (recommended for new Councillors)	9.30am – 11.00am	Main Committee Room	Martin Hacker / Mary Ostler / Local reporter
Thursday 25th June (am)	Debating Skills (recommended for new Councillors)	9.30am – 12.30pm	Council Chamber B	Charles Tipping Rhodes Training & Development Ltd
Thursday 25th June (pm)	Public Speaking (recommended for new Councillors)	1.30pm – 4.30pm	Council Chamber B	Charles Tipping Rhodes Training & Development Ltd
Fri 3rd July (all day)	Developing your Questioning Skills (recommended for Scrutiny Councillors)	11.00am – 4.00pm	Main Committee Room	Helen Watson Public Sector Training & Consultancy
Sept/Oct/Nov TBA	Making Social Media work for Councillors	tba		Excela Interim Management & Consultancy Ltd
Sept/Oct/Nov TBA	Speed Reading	tba		