

Induction Programme for new councillors (May to July 2019)

Timetable of induction events (including Council and Committee meetings)

May

DATE, TIME	VENUE	EVENT	OFFICERS
2/3 May 2019	Count Venue: Spectrum	Election day and count	
*Saturday 4 May 2019: 10 am to 12 Noon – Robe fitting for new councillors with Charles Robinson, Simon Nelson and Grahame Robinson at the Guildhall.			
Tuesday 7 May 2019 6.30 pm	Council Chamber, Committee Room 1 and Committee Room 2	Reception for newly elected councillors To include: (7.15pm – 8pm) Council Chamber <ul style="list-style-type: none"> • Councillors meet and greet with key officers • Overview of the role of Guildford Borough Council and how it operates • Role and Responsibilities • Overview of the role of Committee Services • Appointments to External Organisations (8pm – 9pm) Committee Room 1 ICT to hand out Tablets to Councillors	<ul style="list-style-type: none"> • Managing Director <i>James Whiteman</i> • Corporate Management Team <i>Tracey Coleman, Claire Morris, Phil O'Dwyer, Peter O'Connell</i> • Council Solicitor and Monitoring Officer <i>Robert Parkin</i> • Committee Services • ICT representatives • Photographer <i>Paul Stead</i>

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		<p>Committee Room 2 Photographs with Paul Stead</p> <p>Members' Room Committee Services administration of the following pieces of paperwork:</p> <ul style="list-style-type: none"> ○ Emergency contact details form ○ Bank details form ○ Starter checklist ○ Copy of councillors' passports ○ Register of Interests queries (Robert Parkin) ○ Any declarations of acceptance of office (John Armstrong) <p>[Councillors' Development Steering Group members, if re-elected, and Group Leaders, if appointed, to attend]</p>	
<p>Wednesday 8 May 2019 12 noon</p> <p>(*additional opportunity for robe fitting from 10am)</p>	<p>Guildhall, High Street, Guildford</p>	<p>Annual Council Meeting</p> <p>(Election of the Mayor and appointment of the Deputy Mayor)</p>	<ul style="list-style-type: none"> • Managing Director <i>James Whiteman</i> • Council Solicitor and Monitoring Officer <i>Robert Parkin</i> • Democratic Services Manager <i>John Armstrong</i> • Committee Services
<p>Thursday 9 May 2019 7pm</p>	<p>Council Chamber</p>	<p>ICT Overview: Basic Connectivity/ Troubleshooting and ICT Policies</p>	<ul style="list-style-type: none"> • ICT <i>Adrian Hudson</i> • Committee Services

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Monday 13 May 2019 7pm	Council Chamber	Licensing Committee Training – Introduction Premises licensing under the Licensing Act 2003	<ul style="list-style-type: none"> • Trainer <i>James Button, Licensing Solicitor</i> • Environmental Health Manager <i>Justine Fuller</i> • Senior Litigation Solicitor <i>Bridget Peplow</i> • Committee Services
Tuesday 14 May 2019 7pm	Council Chamber	Mock Council Meeting	<ul style="list-style-type: none"> • Democratic Services Manager <i>John Armstrong</i>
Wednesday 15 May 2019 7pm	Council Chamber	Selection Council Meeting (Election of Leader, Committee Chairmen and appointments to committees)	<ul style="list-style-type: none"> • Managing Director <i>James Whiteman</i> • Council Solicitor and Monitoring Officer <i>Robert Parkin</i> • Democratic Services Manager <i>John Armstrong</i> • Committee Services
Thursday 16 May 2019 7pm	Council Chamber	Planning Basics Training	<ul style="list-style-type: none"> • Planning Development Manager <i>Tim Dawes</i> <i>Paul Sherman</i> <i>Dan Ledger</i> <i>Jo Searle</i> <i>Meave Faulkner</i> • Senior Planning Solicitor <i>Sarah White</i> • Committee Services

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Monday 20 May 2019 7pm	Council Chamber Committee Room 1	Executive Advisory Board (TBC)	
Tuesday 21 May 2019 7pm	Council Chamber Committee Room 1	Executive	
Wednesday 22 May 2019 7pm	Council Chamber Committee Room 1	Planning Committee	
Thursday 23 May 2019 7pm	Council Chamber Committee Room 1	Overview and Scrutiny Training	<ul style="list-style-type: none"> • Trainer: <i>John Cade (institute of Local Government Studies)</i> • Committee Services
Wednesday 29 May 2019 7pm	Council Chamber Committee Room 1	Licensing Committee	
Thursday 30 May 2019 7pm	Council Chamber	General Data Protection Regulation (GDPR) for Guildford Borough Councillors	<ul style="list-style-type: none"> • Trainer: <i>Graeme Fearon (Thrings Solicitors)</i> • Committee Services

June

DATE, TIME	VENUE	EVENT	OFFICERS
Tuesday 4 June 2019 7pm	Council Chamber Committee Room 1	Overview and Scrutiny Committee	
Wednesday 5 June 2019 7pm	Council Chamber	Chairing Meetings	<ul style="list-style-type: none"> • Trainer <i>Mark Palmer South East Employers</i> • Committee Services
Thursday 6 June 2019 7pm	Council Chamber	Planning Basics Training (repeater session of 16 May 2019)	<ul style="list-style-type: none"> • Planning Development Manager <i>Tim Dawes</i> <i>Paul Sherman</i> <i>Dan Ledger</i> <i>Jo Searle</i> <i>Meave Faulkner</i> • Senior Planning Solicitor <i>Sarah White</i> • Committee Services
Monday 10 June 2019 7pm	Council Chamber	Ethical Standards Training	<ul style="list-style-type: none"> • Council Solicitor and Monitoring Officer <i>Robert Parkin</i> • Senior Planning Solicitor <i>Sarah White</i> • Democratic Services Manager <i>John Armstrong</i> • Committee Services

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Tuesday 11 June 2019 7pm	Council Chamber	Member/Officer Relations Training	<ul style="list-style-type: none"> • <i>Trainer: Jacqui Mansell</i> • <i>Committee Services</i>
Wednesday 12 June 2019 7pm	The Ash Centre	Ethical Standards Training for Parish Councillors (Western Parishes)	<ul style="list-style-type: none"> • Council Solicitor and Monitoring Officer <i>Robert Parkin</i> • Democratic Services Manager <i>John Armstrong</i>
Thursday 13 June 2019 7pm	Council Chamber Committee Room 1	<p>6.30pm – 8:00pm <u>Overview of Role of Corporate Governance & Standards Committee</u></p> <ul style="list-style-type: none"> • Terms of Reference of Committee • Role of the Committee • Internal and External Audit Processes <p><u>8:00pm meeting:</u> Corporate Governance and Standards Committee</p>	<ul style="list-style-type: none"> • Audit and Performance Manager <i>Joan Poole</i> • Director of Finance <i>Claire Morris</i> • Council Solicitor and Monitoring Officer <i>Robert Parkin</i> • Democratic Services Manager <i>John Armstrong</i>
Monday 17 June 2019 7pm	Council Chamber Committee Room 1	Executive Advisory Board (TBC)	
Tuesday 18 June 2019 7pm	Council Chamber Committee Room 1	Executive	

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Wednesday 19 June 2019 7pm	Council Chamber Committee Room 1	Planning Committee	
Thursday 20 June 2019 7pm	Council Chamber	Licensing Committee Training – Introduction <ul style="list-style-type: none"> • Hackney carriage and private hire driver/vehicle/operator licensing 	<ul style="list-style-type: none"> • Trainer <i>James Button, Licensing Solicitor</i> • Environmental Health Manager <i>Justine Fuller</i> • Senior Solicitor <i>Bridget Peplow</i> • Committee Services
Monday 24 June 2019 7pm	Council Chamber	Introduction to Local Government Finance	<ul style="list-style-type: none"> • Director of Finance <i>Claire Morris</i> • Committee Services
Tuesday 25 June 2019 7pm	Albury Village Hall	Ethical Standards Training for Parish Councillors (Eastern Parishes)	<ul style="list-style-type: none"> • Council Solicitor and Monitoring Officer <i>Robert Parkin</i> • Democratic Services Manager <i>John Armstrong</i>
Wednesday 26 June 2019 7pm	Council Chamber	Licensing Committee Training – Introduction <ul style="list-style-type: none"> • Premises licensing under the Licensing Act 2003 	<ul style="list-style-type: none"> • Trainer: <i>James Button, Licensing Solicitor</i> • Environmental Health Manager <i>Justine Fuller</i>

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		(repeat of session held on 13 May 2019)	<ul style="list-style-type: none"> • Senior Solicitor <i>Bridget Peplow</i> • Committee Services
<p style="text-align: center;">Thursday 27 June 2018 7pm</p>	<p style="text-align: center;">Council Chamber</p>	<p style="text-align: center;">General Data Protection Regulation (GDPR) for Parish Councillors</p>	<ul style="list-style-type: none"> • Trainer: <i>Graeme Fearon (Thrings Solicitors)</i> • Information Rights Officer <i>Ciaran Ward</i> • Council Solicitor and Monitoring Officer <i>Robert Parkin</i> • Committee Services

July

DATE, TIME	VENUE	EVENT	OFFICERS
Monday 1 July 2019 7pm	Council Chamber Committee Room 1	Executive Advisory Board (TBC)	
Tuesday 2 July 2019 7pm	Council Chamber	Equalities and Diversity Training	<ul style="list-style-type: none"> • <i>Trainer: Jacqui Mansell</i> • <i>Committee Services</i>
Thursday 4 July 2019 7pm	Council Chamber Committee Room 1	Executive Advisory Board (TBC)	
Tuesday 9 July 2019 7pm	Council Chamber Committee Room 1	Overview and Scrutiny Committee	
Wednesday 10 July 2019 7pm	Council Chamber	Licensing Committee Training – Introduction <ul style="list-style-type: none"> • Hackney carriage and private hire driver/vehicle/operator licensing (repeat of session held on 20 June 2019)	<ul style="list-style-type: none"> • Environmental Health Manager <i>Justine Fuller</i> • Senior Litigation Solicitor <i>Bridget Peplow</i> • Trainer <i>James Button, Licensing Solicitor</i> • Committee Services
Monday 15 July 2019 7pm	Council Chamber	Effective Meetings	<ul style="list-style-type: none"> • <i>Trainer: Jacqui Mansell</i> • Committee Services

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Tuesday 16 July 2019 7pm	Council Chamber Committee Room 1	Executive	
Wednesday 17 July 2019 7pm	Council Chamber Committee Room 1	Planning Committee	
Tuesday 23 July 2019 7pm	Council Chamber Committee Room 1	Health and Safety briefing prior to Council meeting (6:30pm) Council Meeting (7pm)	<ul style="list-style-type: none"> • Occupational Health and Safety Officer <i>Paul Osborn</i> • Managing Director <i>James Whiteman</i>
Wednesday 24 July 2019 7pm	Council Chamber Committee Room 1	Licensing Committee	
Thursday 25 July 2019 7pm	Council Chamber Committee Room 1	Corporate Governance and Standards Committee	