

Induction Programme for new councillors (May to July 2015)

Timetable of events

May

DATE, TIME	VENUE	EVENT	OFFICERS
7/8 May 2015	Venue for Count - Spectrum	Election day and count	
*Saturday 9 May: 10 am to 12 Noon – Robe fitting for new councillors with Charles Robinson and Simon Nelson at the Guildhall.			
Tuesday 12 May 2015 6.30 pm	Council Chamber, Committee Room 1 and Committee Room 2	<p>Reception for newly elected councillors</p> <p>To include: (7:15pm – 7:45pm) Council Chambers</p> <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 • Overview of the role of Committee Services • Overview of how iPads work in tandem with Modern.Gov <p>(8pm – 9pm) Committee Room 1 ICT and Modern.Gov to answer queries relating to ipads and modern.gov</p>	<ul style="list-style-type: none"> • Managing Director • Executive Head of Governance • Committee Services • Modern.gov (Ricky Clarke) • ICT representatives (Peter Barnes and Ben Barnes) • Photographer (Paul Stead) • Senior Planning Solicitor (Carolyn Forster) • Legal Services Manager (Sandra Herbert)

DATE, TIME	VENUE	EVENT	OFFICERS
		<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 ○ Any declarations of acceptance of office <p>[Councillors' Development Steering Group and Group Leaders to attend if re-elected]</p>	
<p>Wednesday 13 May 2015 7pm</p>	<p>Guildhall, High Street, Guildford</p>	<p>*(additional opportunity for robe fitting from 6pm)</p> <p>Annual Council Meeting</p>	<ul style="list-style-type: none"> • Managing Director • Executive Head of Governance • Committee Services
<p>Thursday 14 May 2015 7 pm</p>	<p>Council Chamber Committee Room 1</p>	<ul style="list-style-type: none"> • Planning Basics Training 	<ul style="list-style-type: none"> • Head of Planning Services (Barry Fagg) • Development Control Manager (Tim Dawes) • Principal Conservation Officer (Mariana Beadsworth) • Principal Planner West Team (Zac Ellwood) • Principal Planner East Team (Dan Ledger)

DATE, TIME	VENUE	EVENT	OFFICERS
			<ul style="list-style-type: none"> • Principal Enforcement Officer (Jo Searle) • Paul Sherman Principal Planner (Majors) • Senior Planning Solicitor (Carolyn Forster) • Committee Manager (Sophie Butcher)
<p>Monday 18 May 2015 7pm</p>	<p>Council Chamber</p>	<p>Licensing Committee Training – Introduction</p> <ul style="list-style-type: none"> • Premises licensing under the Licensing Act 2003 	<ul style="list-style-type: none"> • Head of Health and Community Care (John Martin) • Environmental Health Manager (Justine Fuller) • Senior Solicitor (Bridget Peplow) • Trainer (James Button, Licensing Solicitor) • Committee Services
<p>Tuesday 19 May 2015 7pm</p>	<p>Council Chamber/ Committee Room 1</p>	<ul style="list-style-type: none"> • Council Meeting (Selection) 	<ul style="list-style-type: none"> • Managing Director • Executive Head of Governance • Committee Services
<p>Wednesday 20 May 2015 7pm</p>	<p>Council Chamber Committee Room 1</p>	<p>Planning Committee</p>	

DATE, TIME	VENUE	EVENT	OFFICERS
Thursday 21 May 2015 7 pm	Council Chamber Committee Room 1	Licensing Committee	

June

DATE, TIME	VENUE	EVENT	OFFICERS
Monday 1 June 2015 7pm	Council Chamber Committee Room 1	Planning Basics Training (repeater session of 14 May 2015)	<ul style="list-style-type: none"> • Head of Planning Services (Barry Fagg) • Development Control Manager (Tim Dawes) • Principal Conservation Officer (Mariana Beadsworth) • Principal Planner West Team (Zac Ellwood) • Principal Planner East Team (Dan Ledger) • Principal Enforcement Officer (Jo Searle) • Principal Planner - Majors (Paul Sherman) • Senior Planning Solicitor (Carolyn Forster) • Committee Manager (Sophie Butcher)
Tuesday 2 June 2015 7 pm	Council Chamber Committee Room 1	Effective Overview and Scrutiny	<ul style="list-style-type: none"> • Policy and Partnerships Officer • Relevant Executive member - portfolio holder for governance Committee Services • Trainer (Stephen Quigley)

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Wednesday 3 June 2015 7 pm	Council Chamber Committee Room 1	Chairing Meetings	<ul style="list-style-type: none"> • Trainer (Sue Keogh South East Employers) • Committee Services
Thursday 4 June 2015 7 pm	Committee Room 1	<p>7pm – 8:30pm <u>Overview of Role of Committee</u></p> <ul style="list-style-type: none"> • Terms of Reference of Committee • Role of the Corporate Governance and Standards Committee • Internal and External Audit Processes <p>8:30pm <u>Meeting:</u> Corporate Governance and Standards Committee</p>	<ul style="list-style-type: none"> • Audit and Performance Manager (Joan Poole) • Head of Financial Services (Claire Morris) • Legal Services Manager (Sandra Herbert)
Monday 8 June 2015 7pm	Council Chamber Committee Room 1	<ul style="list-style-type: none"> • Ethical Standards Training <p>(opportunity for councillors to complete their register of interests)</p>	<ul style="list-style-type: none"> • Executive Head of Governance (Satish Mistry) • Legal Services Manager (Sandra Herbert) • Senior Planning Solicitor (Carolyn Forster) • Committee Services • John Armstrong (Democratic Services Manager) • Independent Persons • Parish Councillors and or Clerks

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Tuesday 9 June 2015 7 pm	Council Chamber	Customer and Community Scrutiny Committee	
Wednesday 10 June 2015 7pm	Council Chamber Committee Room 1	Planning Committee	
Thursday 11 June 2015 7pm	Council Chamber Committee Room 1	Executive	
Monday 15 June 2015 7pm	Council Chamber Committee Room 1	Local Plan Session	<ul style="list-style-type: none"> • Planning Policy Manager (Stuart Harrison)
Tuesday 16 June 2015 7pm	Council Chamber	Joint Scrutiny Committee	
Wednesday 17 June 2015 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"> • Head of Health and Community Care (John Martin) • Environmental Health Manager (Justine Fuller) • Senior Solicitor (Bridget Peplow) • Trainer (James Button, Licensing Solicitor) • Committee Services

DATE, TIME	VENUE	EVENT	OFFICERS
Thursday 18 June 2015 7pm	Council Chamber Committee Room 1	Introduction to Local Government Finance	<ul style="list-style-type: none"> • Head of Financial Services (Claire Morris) • Committee Services
Tuesday 23 June 2015 7pm	Council Chamber	Freedom of Information and Data Protection	<ul style="list-style-type: none"> • Information Rights Officer (Vincenzo Ardilio) • Legal Services Manager (Sandra Herbert) • Executive Head of Governance (Satish Mistry) • Committee Services
Thursday 25 June 2015 7pm	Council Chamber	Corporate Improvement Scrutiny Committee	
Tuesday 30 June 2015 7pm	Council Chamber Committee Room 1	Licensing Committee Training – Introduction (repeat of session held on 18 May 2015)	<ul style="list-style-type: none"> • Information Rights Officer • Executive Head of Governance • Committee Services

July

DATE, TIME	VENUE	EVENT	OFFICERS
Wednesday 1 July 2015 7pm	Council Chamber Committee Room 1	Planning Committee	
Thursday 2 July 2015 7pm	Council Chamber Committee Room 1	*Mentoring Training for Councillors/ Buddy System	<ul style="list-style-type: none"> • Committee Services • Trainer (Mark Palmer South East Employers)
Tuesday 7 July 2015 6:30pm	Council Chamber Committee Room 1	Health and Safety briefing prior to meeting (6:30pm) Council Meeting (7pm)	<ul style="list-style-type: none"> • Occupational Health and Safety Officer (Paul Osborn) • Managing Director (Sue Sturgeon) • Executive Head of Governance (Satish Mistry)
Wednesday 8 July 2015 7pm	Council Chamber Committee Room 1	Effective Meetings	<ul style="list-style-type: none"> • Sue Keogh (SEE)
Thursday 9 July 2015 7pm	Council Chamber Committee Room 1	Equalities and Diversity Training	<ul style="list-style-type: none"> • Trainer (Kevin O'Keefe Excelsa Interim) • Committee Services
Monday 13 July 2015 7pm	Council Chamber Committee Room 1	Licensing Committee Training – Introduction (repeat of session held on 17 June 2015) <ul style="list-style-type: none"> • Hackney carriage and private hire 	<ul style="list-style-type: none"> • Head of Health and Community Care (John Martin) • Environmental Health

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		driver/vehicle/operator licensing	Manager (Justine Fuller) <ul style="list-style-type: none"> • Senior Solicitor (Bridget Peplow) • Trainer (James Button, Licensing Solicitor) • Committee Services
Tuesday 14 July 2015 7pm	Council Chamber	Customer and Community Scrutiny Committee	
Wednesday 15 July 2015 7pm	Council Chamber Committee Room 1	Licensing Committee	
Tuesday 21 July 2015 7pm	Council Chamber	Executive	
Wednesday 22 July 2015 7pm	Council Chamber Committee Room 1	Planning Committee	
Thursday 23 July 2015 7pm	Committee Room 1	Corporate Governance and Standards Committee	
Tuesday 28 July 2015 7pm	Council Chamber Committee	Extraordinary Meeting of Council	

DATE, TIME	VENUE	EVENT	OFFICERS
	Room 1		
Thursday 30 July 2015 7pm	Council Chamber	Corporate Improvement Scrutiny Committee	