Induction Programme for new councillors (May to July 2023)
Timetable of induction events (including Council and Committee meetings)

May

DATE, TIME	VENUE	EVENT	OFFICERS
Tuesday 9 May 2023 6.30 pm	**Council Chamber/ Committee Room 1 and Committee Room 2**	**Reception for newly elected councillors** **To include:** **(7.15pm – 8pm)** **Council Chamber** • **Councillors meet and greet with key officers** • **Overview of the role of Guildford Borough Council and how it operates** • **Roles and Responsibilities** • **Overview of the role of Democratic Services** **(8pm – 9pm)** **Committee Room 1** **ICT to hand out Laptops to Councillors** **Committee Room 2** **Photographs with Paul Stead** **Members' Room** **Democratic Services administration of the following pieces of completed paperwork from councillors:** o **Emergency contact details form**	• **Joint Chief Executive** *Tom Horwood* • **Joint Corporate Management Board** *Dawn Hudd, Ian Doyle, and Annie Righton* • **Joint S151 Officer** • **Joint Monitoring Officer** • **Democratic Services** • **ICT representatives** • **Photographer** *Paul Stead?*

DATE, TIME	VENUE	EVENT	OFFICERS
		o **Bank details form** o **Starter checklist** o **Copy of councillors' passports** o **Register of Interests queries (Monitoring Officer)** o **Any outstanding declarations of acceptance of office (John Armstrong)** **[Councillors' Development Steering Group members, if re-elected, and Group Leaders, if appointed, to attend]**	
Wednesday 10 May 2023 12 noon (robe fitting from 10am)	Guildhall, High Street, Guildford	Annual Council Meeting (Election of the Mayor and appointment of the Deputy Mayor)	
Thursday 11 May 2023 7pm	**Council Chamber**	**ICT Overview: Basic Connectivity/ Troubleshooting and ICT Policies**	• **ICT** *James Beach and ICT colleagues* • **Democratic Services**
Monday 15 May 2023 7pm	**Council Chamber**	**Planning Basics Training**	• **Planning Advisory Services (PAS)** • **Interim Head of Place,** *Dan Ledger* • **Legal Advisor,** *Delwyn Jones and/or James Tong* • **Democratic Services**

DATE, TIME	VENUE	EVENT	OFFICERS
Tuesday 16 May 2023 7pm	**Council Chamber**	**Mock Council Meeting**	• **Democratic Services and Elections Manager** • **Joint Monitoring Officer**
Wednesday 17 May 2023 7pm	Council Chamber/ Committee Room 1	Selection Council Meeting (Election of Leader, Committee Chairmen and appointments to committees)	
Thursday 18 May 2023 7pm	MS Teams	Service Delivery Executive Advisory Board Meeting	
Monday 22 May 2023 7pm	**Council Chamber**	**Licensing Committee Training – Introduction** **Premises licensing under the Licensing Act 2003**	• **Trainer** *James Button, Licensing Solicitor* • **Head of Regulatory Services** • **Legal Advisor** *Delwyn Jones* • **Democratic Services**
Wednesday 24 May 2023 7pm	Council Chamber/ Committee Room 1	Planning Committee	
Thursday 25 May 2023 7pm	Council Chamber/ Committee Room 1	Executive	

DATE, TIME	VENUE	EVENT	OFFICERS
Tuesday 30 May 2023 7pm	**Council Chamber/ Committee Room 1**	**Introduction to Overview and Scrutiny**	• *Trainer: John Cade (institute of Local Government Studies)* • *Democratic Services*
Wednesday 31 May 2023 7pm	Council Chamber/ Committee Room 1	Licensing Committee	

June

DATE, TIME	VENUE	EVENT	OFFICERS
Thursday 1 June 2023 7pm	**Council Chamber/**	**Data Protection Training for Guildford Borough Councillors**	• *Trainer: Graeme Fearon (Thrings Solicitors)* • *Democratic Services*
Monday 5 June 2023 7pm	**Council Chamber Committee Room 1**	**Chairing Meetings**	• **Trainer** *Mark Palmer South East Employers* • **Democratic Services**
Tuesday 6 June 2023 7pm	Council Chamber Committee Room 1	Overview and Scrutiny Committee	

DATE, TIME	VENUE	EVENT	OFFICERS
Thursday 8 June 2023 7pm	**Council Chamber Committee Room 1**	**Overview of Role of Corporate Governance & Standards Committee**	• **Joint S151 Officer** • **Joint Monitoring Officer** • **Democratic Services and Elections Manager**
Monday 12 June 2023 7pm	MS Teams	Strategy and Resources Executive Advisory Board Meeting	
Tuesday 13 June 2023 7pm	Council Chamber Committee Room 1	**Planning Basics Training** **(repeater session of 15 May 2023)**	• **Planning Advisory Services (PAS)** • **Interim Head of Place, *Dan Ledger*** • **Legal Advisor, *Delwyn Jones and or James Tong*** • **Democratic Services**
Wednesday 14 June 2023 7pm	Council Chamber Committee Room 1	**Ethical Standards Training**	• **Bethan Evans** • **Joint Monitoring Officer** • **Democratic Services and Elections Manager**
Thursday 15 June 2023 7pm	Council Chamber Committee Room 1	Corporate Governance and Standards Committee	
Monday 19 June 2023 7pm	**The Ash Centre**	**Ethical Standards Training for Parish Councillors (Western Parishes)**	• **Joint Monitoring Officer** • **Democratic Services and Elections Manager**

DATE, TIME	VENUE	EVENT	OFFICERS
Tuesday 20 June 2023 7pm	**Council Chamber Committee Room 1**	**Licensing Committee Training** **Introduction** **Hackney carriage and private hire driver/vehicle/operator licensing**	• **Trainer** *James Button, Licensing Solicitor* • **Head of Regulatory Services** • **Legal Advisor** *Delwyn Jones* • **Democratic Services**
Wednesday 21 June 2023 7pm	Council Chamber Committee Room 1	Planning Committee	
Thursday 22 June 2023 7pm	Council Chamber Committee Room 1	Executive	
Monday 26 June 2023 7pm	**Council Chamber**	**Introduction to Local Government Finance**	• **Joint S151 Officer** • **Democratic Services**
Tuesday 27 June 2023 7pm	**Albury Village Hall**	**Ethical Standards Training for Parish Councillors (Eastern Parishes)**	• **Joint Monitoring Officer** • **Democratic Services and Elections Manager**
Wednesday 28 June 2023 7pm	**Council Chamber**	**Licensing Committee Training – Introduction** • **Premises licensing under the**	• **Trainer** *James Button, Licensing Solicitor* • **Head of Environment and Regulatory Services**

DATE, TIME	VENUE	EVENT	OFFICERS
		Licensing Act 2003 (repeat of session held on 22 May 2023)	*Justine Fuller* • **Legal Advisor** *Delwyn Jones* Democratic Services
Thursday 29 June 2023 7pm	Council Chamber	**Data Protection Training for Parish Councillors**	• **Trainer:** *Graeme Fearon (Thrings Solicitors)* • **Information Rights Officer** • **Joint Monitoring Officer** • **Democratic Services**

July

DATE, TIME	VENUE	EVENT	OFFICERS
Tuesday 4 July 2023 7pm	Council Chamber	**Equalities and Diversity Training**	• *Trainer: Munira Thobani* • *Democratic Services*
Wednesday 5 July 2023 7pm	Council Chamber	**Licensing Committee Training – Introduction** • **Hackney carriage and private hire driver/vehicle/operator licensing** **(repeat of session held on 20 June 2023)**	• **Trainer** *James Button, Licensing Solicitor* • **Head of Regulatory Services** • **Legal Advisor** *Delwyn Jones* • **Democratic Services**

DATE, TIME	VENUE	EVENT	OFFICERS
Thursday 6 July 2023 7pm	MSTeams	Service Delivery Executive Advisory Board	
Tuesday 11 July 2023 7pm	Council Chamber Committee Room 1	Overview and Scrutiny Committee	
Wednesday 19 July 2023 7pm	Council Chamber Committee Room 1	Planning Committee	
Thursday 20 July 2023 7pm	Council Chamber Committee Room 1	Executive	
Tuesday 25 July 2023 7pm	**Council Chamber Committee Room 1**	**Health and Safety briefing prior to Council meeting (6pm)** Full Council	• **Occupational Health and Safety Officer**
Wednesday 26 July 2023 7pm	Council Chamber Committee Room 1	Licensing Committee	
Thursday 27 July 2023 7pm	Council Chamber Committee Room 1	Corporate Governance and Standards Committee	

Other training to be factored into the programme: Planning Basics for Parish Councillors