



## Torbay Council Members' Development

### Welcome and Introduction to Torbay Council Member Induction Programme 2019 and Establishing New Council Priorities

#### First Week: Welcome and Getting Started (post election practicalities and meeting key people)

<i>Description/Aim and Who is targeted</i>	<i>Date</i>	<i>Time</i>	<i>Venue</i>
<b>Leader-Elect of Council's Induction</b>	7 May 2019	10.00 am to 12.30 pm	Town Hall, Torquay
	9 May 2019	4.00pm to 5.30pm	
	10 June 2019 (Follow Up Session)	10.00 am to 12.30 pm	
<b>First day - New and refresher for returning councillors</b>	7 May 2019	Drop in Sessions 9.30 am to 12.00noon 2.00 pm to 4.00pm	Town Hall, Torquay
<b>Collect your IT equipment – New and refresher for returning councillors</b>	7 May 2019	10.00 am to 12.00 noon <i>(Re-elected Councillors who wish to continue using an iPad)</i>	Town Hall, Torquay
	9 May 2019	10.00 am to 3.00pm	
	10 May 2019	10.00 am to 3.00 pm	
	13 May 2019	10.00 am to 3.00 pm	

**First Week: Welcome and Getting Started (post election practicalities and meeting key people)**

<i>Description/Aim and Who is targeted</i>	<i>Date</i>	<i>Time</i>	<i>Venue</i>
<b>Welcome to Torbay – New and refresher for returning councillors</b>	8 May 2019	9.00 am to 5.00 pm	Town Hall, Torquay
<b>Meet Governance Support Team, form filling, find out about allowances and support available – New and refresher for returning councillors</b>	9 May 2019	10.00 am -12.00 noon	Town Hall, Torquay
	10 May 2019	3.00 pm to 5.00 pm	
<b>Governance Meeting with Group Leaders</b>	10 May 2019	1.00 pm to 3.00 pm	Town Hall, Torquay
<b>IT Induction – New and refresher for returning councillors</b>	14 May 2019	10.00 am to 12 noon 3.00 pm to 5.00 pm	Town Hall, Torquay
	15 May 2019	10.00 am to 12.00 noon 3.00pm to 5.00pm	
<b>Councillor and Officer Peer Support – newly elected councillors with support from returning councillors</b>	Ad-hoc	Office, phone or e-mail	Town Hall, Torquay

<b>First Month: Getting the right skills and tools for the job and priority setting</b>			
<i>Description/Aim and Who is targeted</i>	<i>Date</i>	<i>Time</i>	<i>Venue</i>
<b>Media Skills <i>CORE for Leader, Cabinet members and Chairman of Committees!!</i></b>	17 May 2019	10.00 am to 12.00 noon 4.00 pm to 6.00 pm	Town Hall, Torquay
<b>How to use your IT equipment - New and refresher for returning councillors</b>	20 May 2019	10.00 am to 12.00 noon (iPad) 4.00 pm to 6.00 pm (Lenovo Miix)	Town Hall, Torquay
	23 May 2019	10.00 am to 12 noon (Lenovo Miix) 4.00 pm to 6.00 pm (iPad)	
<b>Individual Cabinet Members and Directors 1:1's</b>	20 May 2019	2.00 pm to 4.00 pm	Town Hall, Torquay
<b>Mock Council Meeting and How Meetings Work - New and refresher for returning councillors</b>	21 May 2019	2.30 pm to 4.30pm	Riviera Centre, Torquay
<b>Developing the Corporate Plan – Cabinet and Senior Leadership Team</b>	22 May 2019	10.0am to 12.00noon	Town Hall, Torquay
<b>Making Licensing decisions – <i>CORE ALL MEMBERS</i></b>	22 May 2019	10.00 am to 12.00 noon 4.00 pm to 6.00 pm	Town Hall, Torquay

**First Month: Getting the right skills and tools for the job and priority setting**

<i>Description/Aim and Who is targeted</i>	<i>Date</i>	<i>Time</i>	<i>Venue</i>
<b>Making Planning decisions – <i>CORE ALL MEMBERS</i></b>	24 May 2019	10.00 am to 12.00 noon 4.00 pm to 6.00 pm	Town Hall, Torquay
<b>Torbay 2023 – All members</b>	29 May 2019	10.00am to 12.00noon	Town Hall, Torquay
<b>Code of Conduct – know your code – <i>CORE ALL MEMBERS</i></b>	30 May 2019	10.00 am to 12.00 noon 4.00 pm to 6.00 pm	Town Hall, Torquay
<b>Emerging the Corporate Plan – Cabinet and Senior Leadership Team</b>	5 June 2019	9 am to 1 pm	Town Hall, Torquay
<b>Information Governance – Your roles and responsibilities and avoiding a fine! – <i>CORE ALL MEMBERS</i></b>	6 June 2019	10.00a am to 12.00 noon 4.00 pm to 6.00 pm	Town Hall, Torquay

Second Month: Furthering your knowledge and establishing positive working relations			
<i>Description/Aim and Who is targeted</i>	<i>Date</i>	<i>Time</i>	<i>Venue</i>
<b>Overview and Scrutiny at Torbay Council – All Councillors</b>	4 June 2019	3 pm to 4 pm	Town Hall, Torquay
<b>Councillor/Director and Exec Head monthly conversation</b>	17 June 2019 9 July 2019 (Council) 15 July 2019 2 September 2019 (Council) 16 September 2019 (Council) 7 October 2019 27 November 2019 (Council) 16 December 2019 20 January 2020 28 January 2020 (Council) 18 February 2020 (Council) 16 March 2020 20 April 2020 5 May 2020 (Council)	4.00pm to 6.00 pm	Town Hall, Torquay
<b>Understanding your portfolio and role as a Cabinet Member/Scrutiny Lead</b>	To be arranged by each SLT member	To be arranged by each SLT member	Town Hall, Torquay

Second Month: Furthering your knowledge and establishing positive working relations			
<i>Description/Aim and Who is targeted</i>	<i>Date</i>	<i>Time</i>	<i>Venue</i>
<b>Keeping People Safe, plus Corporate Parenting – <i>CORE ALL MEMBERS</i></b>	18 June 2019	10.00 am to 12.00 noon 4.00 pm to 6.00 pm	Town Hall, Torquay
<b>The Harbour Estate and Harbour Committee – Committee members and named substitutes</b>	21 June 2019	10.00 am to 12.00 noon 4.00 pm to 6.00 pm	Town Hall, Torquay
<b>School Transport Appeal Hearings – Committee members</b>	24 June 2019	3.00 pm to 5.00 pm	Town Hall, Torquay
<b>Responding to Emergencies – Cabinet members</b>	22 July 2019	10.00a am to 12.00 noon	Town Hall, Torquay