DATE	EVENT (* All sessions will be held in the Council Chamber, Kilworthy Park, Tavistock unless stated otherwise)	LEAD OFFICER / MEMBER
WEEK 1:		
Thursday, 4 May 2023	Election Polling Day	
Thursday, 4 May – Friday, 5 May	Election Verification and Count  (NB. officers in attendance at the count will have copies of the Induction Programme available to hand out to successful candidates.)	
WEEK 2:		
Tuesday, 9 May – 10.00am to 1.00pm	<ul> <li>Mandatory session for all Members to attend any time between 10.00am and 1.00pm (please ensure that you allow at least one hour before 1.00pm for this process) (in the Council Chamber unless stated otherwise)</li> <li>Sign the Declaration of Acceptance of Office (Meeting Room 1);</li> <li>Through a series of workstations to issue: FAQ handbook / security pass / Member Profile form (including contact details) / opportunity to clarify details relating to the Induction Programme / Register of Interests form / Payroll forms / Business Card requests / establish bank account details; management structure; officer contact details; Council organisational structure; introduce officer navigator and/or Member Buddy;</li> <li>Media Workstation;</li> <li>Brief Tour of Kilworthy Park;</li> <li>Issue IT device and handbook (**for newly elected Members only**) (to include email etiquette, IT security guidance and Expense Claims) (Meeting Room 2); and</li> <li>Individual Photographs.</li> </ul>	
1.00pm to 2.00pm	All Member lunch with SLT: Welcome and Introductions	Strategic Leadership Team (SLT)

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2.00pm to 3.30pm	West Devon – Setting the Scene (to include introductions to the Senior Leadership Team and Heads of Service and pertinent significant corporate issues ((e.g. Relationship with South Hams District Council, Dartmoor National Park Authority, 'A Plan for West Devon' Corporate Strategy; Housing Crisis; Climate and Biodiversity Emergency and future challenges faced with there being an opportunity at each juncture for Member questions.))  How the Council Works	SLT
	<ul> <li>(to include: <ul> <li>Council structure, governance arrangements (including decision making responsibilities), Meeting Procedures and Council Reports;</li> <li>Introduction to the role of the Hub, Overview and Scrutiny, Development Management &amp; Licensing and Audit &amp; Governance Committees;</li> <li>Finance, Budget Setting and External Auditors; and</li> <li>Code of Conduct.)</li> </ul> </li></ul>	SLT, Monitoring Officer, S151 Officer, Democratic Services
Friday, 12 May (am) 10.00am – 12.30pm	In person IT Training: to include MS TEAMS, Outlook, Modern.Gov, ITrent (HR Self Service) and Chamber Audio/Visual	Member IT Officer
WEEK 3:		
Tuesday, 16 May (am)	The Planning Process (Part 1) (NB: newly elected Members will have to attend both of these sessions before they can take part in the planning decision-making process) (to include:  • Setting decisions in a policy context – the National Planning Policy Framework, Joint Local Plan and Neighbourhood Plans.)	Strategic Planning Manager (JLP), Development Management and Legal Officers

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Tuesday, 16 May (pm)	<ul> <li>The Planning Process (Part 2)</li> <li>(to include: <ul> <li>What is 'development' and what applications do we receive?</li> <li>What is meant by pre-application?</li> <li>Material Planning Considerations;</li> <li>Planning Enforcement</li> <li>The role of the Ward Member and the role and workings of the Development Management and Licensing Committee (incl. Site Inspections and Licensing Sub-Committees);</li> <li>The appeal process and awards of costs; and</li> <li>Tree Preservation Orders.)</li> </ul> </li></ul>	Development Management, Licensing, Legal and Democratic Services Specialists
Friday, 19 May	(NB: Publication and Circulation to Members of the Annual Council Summons)	
WEEK 4		
Tuesday, 23 May 10.00am – 11.30am	Training Session to include: Media Skills (including Social Media); Meeting Discipline and Council Procedure Rules	Communications, Democratic Services and Monitoring Officer
11.30am – 12.30pm	Member Code of Conduct	Monitoring Officer
1.15pm – 2.00pm	Community Leadership Role – to include relationship with local Town and Parish Councils and the Council's Locality Service	Assistant Director – Organisational Development; Democratic Services and serving Town Council Clerk
2.00pm – 4.00pm	IT Security, General Data Protection Regulation, Equality and Diversity, Freedom of Information, Business Continuity and Health and Safety (to	Head of Organisational Development; Corporate Risk and Information Officer; Head of

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	include lone working) (NB: interactive session to include case studies and good and bad practice)	Environmental Health, Principal IT Security Officer and Head of Housing
WEEK 5		
Tuesday, 30 May: 8.30 am – 9.00 am	Mayors Briefing for Annual Council (NB. the Briefing Notes will be sent to all Members for information purposes)	Democratic Services
9.00 am – 10.30 am	Political Group Meetings	
11.00 am	ANNUAL COUNCIL MEETING (NB. this is the meeting during which appointments to Council Bodies will be considered)	Democratic Services
On the rising of Annual Council	Member Group Photo (followed by Council lunch)	Design Specialist
4.00pm	Hub Committee Agenda Briefing (for Hub Committee Members only via MS TEAMS)	SLT
Wednesday, 31 May:	Safeguarding Training – Joint Session with SHDC	Head of Housing (supported by an External Trainer)
TO BE PROGRAMMED BEYOND WEEK 5	Informal Council session (current major projects etc led by Hub leads following Annual Council appointments)	
	DM+L Committee – agenda briefing, Mock Committee Meeting, site inspections, meeting itself and current applications awaiting determination.	
	Audit & Governance Committee Member Workshop (before first Committee meeting) – to include Grant Thornton sponsored Treasury Management	

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	Training; Budget Book; Annual Governance Statement; and Risk Management.  Hub Committee – draft agenda briefing (two weeks before the meeting	
	itself).  Audit & Governance Committee Member Workshop (before first Committee meeting) – to include Grant Thornton sponsored Treasury Management Training; Budget Book; Annual Governance Statement; Risk Management; and Dealing with Member Code of Conduct complaints.	
	Overview and Scrutiny Training – setting a Work Programme; relationship with the Hub Committee; adding value; questioning skills	
ALSO TO BE PROGRAMMED:	Leadership Academy Training – for Leader and Deputy Leader initially followed by lead Hub Members;	
	Chairing Skills – External Trainer	
	Governance Training	
	Tour of the Borough	
	The Medium Term Financial Strategy and Setting a Balanced Budget	
	Planning Enforcement Meetings with local Ward Members	
	Member Briefings: The Revenue and Benefits Service and Assets Projects	
	July DM+L Committee meeting date – World Heritage Site training afterwards	