

INDUCTION EVENTS TIMETABLE 2017

Date and Time	Event
Thursday, 4th May	Local County Borough Council Elections
Monday, 8th May	<p style="text-align: center;">ALL ELECTED MEMBERS Signing Register/Collection of Members Packs/Photographs/ HR and Salaries and Wages (available all day, process will take approximately 30 minutes)</p>
Tuesday, 9th May 4.00pm Market Place offered 5.00pm Presentation 6.30pm – 8.00pm Market Place offered	<p>Presentation and Exhibition (Market Place) ‘Your Council’</p> <p>Presentation by the Chief Executive and Corporate Directors on the key services provided by Council in Council Chamber, Penallta House.</p> <p>Market place set up will be held in the Atrium and Restaurant areas. This will provide Members with the opportunity to find out more about the Council’s services and meet senior officers and other Councillors.</p>
Wednesday, 10th May 2.00pm and 5.00pm	<p>All Members Seminar - Code of Conduct and Governance Arrangements – to include instruction on the Chamber Microphone System and Webcasting (Mandatory)</p> <p>Presentation to explain:</p> <ul style="list-style-type: none"> • Councillor role and responsibilities • Decision Making and Council Governance Structures • Code of Conduct • Overview of the Council’s Constitution • Corporate Safeguarding Policy <p>Held in the Council Chamber, Penallta House.</p>
Thursday, 11th May 2.00pm and 5.00pm	<p>All Members Seminar – Information Governance and Data Protection (Mandatory)</p> <p>Presentation to explain:</p> <ul style="list-style-type: none"> • the requirements of data protection legislation and the penalties if data protection rights are not upheld, including the risk of up to £500,000 fines for mishandling of information. • how to handle information safely and effectively, and to comply with your data protection and freedom of information legal obligations, to protect the Council, the public, and yourselves. <p>Held in the Council Chamber, Penallta House.</p>
Tuesday, 16th May	All Members Seminar – Licensing

5.00pm	Background and introduction to the Council's Licensing and Trading Standards responsibilities Held in the Council Chamber, Penallta House
Wednesday, 17th May 5.00pm	All Members Seminar (Recommended) – Smart and Safe Working Practices The presentations to explain: <ul style="list-style-type: none"> • How to work safely in the community • Organising and holding ward surgeries • Using social media/Social Media Policy • Managing your on-line presence Held in the Council Chamber, Penallta House.
Thursday, 18th May 2016 6.00pm	ANNUAL GENERAL MEETING OF COUNCIL The Council Chamber, Penallta House
Monday, 22nd May 5.00pm	All Members Seminar – Planning (Mandatory for Members of the Planning Committee – Appointed at AGM) Background and introduction to the Council's Planning responsibilities. Held in the Council Chamber, Penallta House
Committee Meeting Cycle Begins	
Tuesday, 23rd May 4.00pm	Introduction to the Regeneration and Environment Scrutiny Committee - followed by the pre-meeting at 5.00pm and formal committee meeting at 5.30pm Newly elected councillors and committee members are invited to attend and observe as an Induction activity. Held in the Sirhowy Room, Penallta House
Wednesday, 24th May 2.00pm	Cabinet Newly elected councillors are invited to observe as an Induction activity.
Thursday, 25th May 9.00am	Introduction to the Licensing Committee (Mandatory for Members Appointed at the AGM) – followed by the Taxi and General Sub Committee meeting at 10.00am Newly elected councillors and committee members are invited to attend and observe as an Induction activity. Held in the Rhymney Room, Penallta House
Thursday, 25th May 4.00pm	Introduction to the Caerphilly Homes Task Group – followed by the formal committee meeting at 5.00pm Newly elected councillors and committee members are invited to attend and observe as an Induction activity.

	Held in the Sirhowy Room, Penallta House
Wednesday, 31st May 4.00pm	<p>Introduction to the Democratic Services Committee – followed by the formal committee meeting at 5.00pm</p> <p>Newly elected councillors and committee members are invited to attend and observe as an Induction activity.</p> <p>Held in the Sirhowy Room, Penallta House</p>
Monday, 5th June 5.00pm	<p>All Members Seminar – Introduction to Finance</p> <p>Presentation will explain:</p> <ul style="list-style-type: none"> • Where the Council gets its funding and how it is spent • Understanding Financial Terminology • Budget setting and medium term financial planning <p>Held in the Council Chamber, Penallta House</p>
Tuesday, 6th June 4.00pm	<p>Introduction to the Policy and Resources Scrutiny Committee - followed by the pre-meeting at 5.00pm and formal committee meeting at 5.30pm</p> <p>Newly elected councillors and committee members are invited to attend and observe as an Induction activity.</p> <p>Held in the Sirhowy Room, Penallta House</p>
Wednesday 7th June 4.00pm	<p>Introduction to the Education for Life Scrutiny Committee - followed by the pre-meeting at 5.00pm and formal committee meeting at 5.30pm</p> <p>Newly elected councillors and committee members are invited to attend and observe as an Induction activity.</p> <p>Held in the Sirhowy Room, Penallta House</p>
Wednesday, 14th June 9.00am	<p>Introduction to the Audit Committee (Mandatory for Members Appointed at the AGM)- followed by the pre-meeting at 9.30pm and formal committee meeting at 10.00pm</p> <p>Newly elected councillors and committee members are invited to attend and observe as an Induction activity.</p> <p>Held in the Sirhowy Room, Penallta House</p>
Wednesday 14th June 4.00pm	<p>Introduction to the Planning Committee (Mandatory for Members Appointed at the AGM)- followed by the formal committee meeting at 5.00pm</p> <p>Newly elected councillors and committee members are invited to attend and observe as an Induction activity.</p> <p>Held in the Council Chamber Penallta House</p>
Monday, 26th June	<p>Introduction to the Health Social Care and Wellbeing Scrutiny Committee – followed by the pre-meeting at 5.00pm and the formal</p>

APPENDIX 2

<p>4.00pm</p>	<p>committee meeting at 5.30pm</p> <p>Newly elected councillors and committee members are invited to attend and observe as an Induction activity.</p> <p>Held in the Sirhowy Room, Penallta House</p>
<p>Wednesday, 28th June 9.30am</p>	<p>Introduction to the Voluntary Sector Liaison Committee – followed by the pre-meeting at 10:00am and the formal committee meeting at 10.30am</p> <p>Newly elected councillors and committee members are invited to attend and observe as an induction activity.</p> <p>Held in the Sirhowy Room, Penallta House</p>
<p>Monday, 3rd July 9.00am</p>	<p>Introduction to the Corporate Health and Safety Committee – followed by the formal committee meeting at 10.00am</p> <p>Newly elected councillors and committee members are invited to attend and observe as an Induction activity.</p> <p>Held in the Sirhowy Room, Penallta House</p>
<p>Thursday, 13th July 4.00pm</p>	<p>Introduction to the Future Generations Advisory Panel – followed by the formal panel meeting at 5.00pm</p> <p>Newly elected councillors and panel members are invited to attend and observe as an Induction activity.</p> <p>Held in the Sirhowy Room, Penallta House</p>
<p>Wednesday, 26th July 1.00pm</p>	<p>Introduction to the Corporate Joint Consultative Committee – followed by the formal committee meeting at 2.00pm</p> <p>Newly elected councillors and committee members are invited to attend and observe as an Induction activity.</p> <p>Held in the Sirhowy Room, Penallta House</p>
<p>Thursday, 14th September 2017 4.00pm</p>	<p>Introduction to the Partnerships Scrutiny Committee – followed by the formal committee meeting at 5.30pm</p> <p>Newly elected councillors and committee members are invited to attend and observe as an Induction activity.</p> <p>Held in the Sirhowy Room, Penallta House</p>