

INDUCTION TRAINING FOR ELECTED MEMBERS

11th May 2015 – Democratic Services ‘Drop In’ between 9.00am – 6.00pm

Meet Democratic Services – An opportunity for New Members to meet Officers from the Democratic Services Unit and IT Support, see what we do and fill in Declarations of Interest, IT Support, ID Badges, CRB forms, Car Parking Arrangements and Ward Profiles.

10.00am – 11.00am / 2.30pm – 3.30pm Tour of Customer Contact centre

12th May 2015 – Jim Cooke Conference Room, Stockton Central Library

9.45	Coffee and Registration
10.00 – 12.30	Introduction to Stockton-on-Tees Borough Council – National /Regional Context - Chief Executive
12.25 – 12.30	Close
12.30 – 13.15	Lunch

13th May 2015 – Jim Cooke Conference Room, Stockton Central Library

9.45	Coffee and Registration
10.00 – 12.00	Roles and Responsibilities – Director of Law and Democracy/Head of Democratic Services
12.00 – 12.10	Close
12.10 – 12.30	Lunch

13th May 2015

1.00pm-4.00pm - Tour of the Borough

14th May 2015 – Jim Cooke Conference Room, Stockton Central Library

9.30am	Coffee and Registration
9.45am – 12.45pm	Roles and Responsibilities of Public Health
12.45pm – 12.50pm	Close

12.50pm – 1.20pm Lunch

14th May 2015 – Jim Cooke Conference Room, Stockton Central Library

3.30pm – 5.30pm Children/Adults Education and Social Care

15th May 2015 – Jim Cooke Conference Room, Stockton Central Library

10.00am – 11.00am Health & Safety for members

Market Place Events – 18th May 2015, 5.00 – 7.00pm – Activity hall, Splash

An informal networking event, which will enable new Members to find out about all the Service Areas of the Council and meet Officers at all levels and exchange information. There will be representation from all directorates, and also representatives from Tees Active and Tees Achieve will be invited, along with the Office of Cleveland Police Commissioner. Information will be presented in a 'Market Stall Style' and will provide officers with the opportunity to showcase their work using live demonstrations to illustrate how services are provided

18th May 2015 – Jim Cooke Conference Room, Stockton Central Library

10.00am – 12.30pm Development & Neighbourhood Services – Presentation
Specific Priorities, Community and Planning Issues

18th May 2015 – Stockton Town Hall

2.00pm – 4.00pm Introduction to Environmental Health Services

19th May 2015 – Stockton Town Hall

3.00pm – 5.00pm Mandatory Corporate Parenting/Children's Safeguarding

20th May 2015

9.30am-12.30pm Tour of the Borough

21st May 2014 – Jim Cooke Conference Room, Stockton Central Library

2.00pm – 4.00pm Mandatory Adults Safeguarding

22nd May 2015 – Seminar Room, Splash

10.00am – 12.30pm Presentation – Mandatory Corporate Finance & Demographic Information

Mandatory Training:-

Safeguarding – see above

4th June 2015 - Jim Cooke Conference Room, Stockton Central Library

1.00pm – 4.00pm Role of Licensing Committee-for all members of Cttee/substitutes

9th June 2015 – Stockton Town Hall

10.00am – 4.00pm Role of Planning Committee-for all Members of Cttee/substitutes

11th June 2015 – Stockton Town Hall

10.00am – 1.00pm Role of Employee Appeals Panel-for all members of Panel/subs

Local Plan

A Planning session to be held regarding Local Plan with ongoing development sessions throughout the year – dates to be confirmed

Introduction to Scrutiny/Ingredients of a Good Scrutiny Review

An introduction will take place at each of the first Select Committee meetings of the Municipal Year.

Health & Wellbeing Community Development Programme

29th September, 20th October and 24 November 2015 10am – 1pm

Mental Health First Aid

Two sessions to be held in September and February - dates to be confirmed

ICT Training:-

Introduction to E-Genda to take place during Democratic Services drop-in event on 11th May 2015 and appointments arranged for one-to-one training

Use of e-mail, Word, Outlook, Excel to be carried out by Tees Achieve, who will attend Democratic drop-in event to provide information on courses available for individuals need.

SBC website, Intranet– SBC - Dates to be confirmed

Social Media – Use/protocols to be carried out by Excela Interim Management & Consultancy/SBC 27th July 2015, 3.00pm – 5.30pm (TBC) – Jim Cooke Conference Room, Stockton Central Library

Chairing/Challenging Meetings - Dates to be confirmed

Protocols and Etiquette in the Recorded Environment

Two sessions to be held prior to Annual Council on 3 June:

- 13th May 5pm – 8pm Jim Cooke Conference Room, Stockton Central Library
- 1st June 1.30pm – 4.30pm Jim Cooke Conference Room, Stockton Central Library

Health & Wellbeing Board

Dates to be confirmed

Police & Crime Panel

Dates to be confirmed