

## **APPENDIX 5**

<b>COURSE NO.</b>	M1	
<b>SUBJECT:</b>	New Member Induction	
<b>DATE(S)</b>	8 May 2008	
<b>VENUE:</b>	Civic Offices, Epping	
<b>TIME/DURATION:</b>	Session 1 6.30pm	Committee Room 2
	Session 2 7.30pm	Council Chamber
	Session 3 8.00pm	Council Chamber
	Session 4 8.30pm	Council Chamber

### **SUMMARY OF COURSE CONTENT**

An open session for new members to meet existing Councillors and senior officers in a relaxed setting.

#### **Session 1– 6.30pm- Introduction to the Council and the District – Committee Room 2**

Certain housekeeping items will be dealt with at this event, including:

- Issue of office entry cards
- Photographs for publicity purposes
- Signing of Declarations Of Acceptance Of Office

#### **Session 2– 7.30pm- Introduction to the Council and the District - Council Chamber**

#### **Session 3 – 8.00pm – Council Chamber**

Essential advice for new members on

- Code of Conduct
- procedures and protocols
- member training opportunities
- role of political groups
- administrative and domestic arrangements
- essential steps for new members

#### **Session 4 – 8.30pm Council Chamber**

- Current issues and concerns
- Opportunity for informal discussions and questions with Chief Officers

### **COURSE TUTOR(S)**

Chairman of the Council (HOST)

Session 2 - Peter Haywood

Session 3 – Ian Willett

Session 4 – John Scott

Heads of Service to attend

### **SUITABLE FOR:**

Obligatory for New Councillors (Sessions 1 ~ 4)

Desirable for Group Leaders (Session 2 and 4)

**HOUSEKEEPING DETAILS:** Buffet in Members' Room from 6.30pm