

Councillor Induction Programme 2013 – please note that any changes to this programme will be advertised at the first available opportunity

Mon 29 April	Tues 30 April	Weds 1 May	Thurs 2 May	Fri 3 May
			Election day	The count
Mon 6 May	Tues 7 May	Weds 8 May	Thurs 9 May	Fri 10 May
Bank holiday	Civic Centre, Trowbridge - Lansdowne Hall 09:00 – 12:30 - Acceptance of Office and general admin plus networking 12:30 – 14:30 - Lunch followed by Corporate Welcome including Corporate Parenting and Safeguarding Overview 14:30 – 19:00 - Acceptance of Office and general admin plus networking **IT Buddies Present all day**	Monkton Park offices, Chippenham Council Chamber 10:00 – 12:00 - Acceptance of Office 12:00 – 13:00 - Lunch in Committee Rooms A-D **IT Buddies Present** 13:00 – 14:15 - Governance at Wiltshire Council 14:30 – 16:45 - Councillors and the law 17:00 – 17:45 - Full Council Training	City Hall, Salisbury - Alamein Suite 10:00 – 12:00 - Acceptance of Office 12:00 – 13:00 - Lunch **IT Buddies Present** 13:00 – 14:15 - Governance at Wiltshire Council 14:30 – 16:45 - Councillors and the law 17:00 – 17:45 - Full Council Training	Monkton Park offices, Chippenham Committee Rooms A-D 09:30 – 15:30 - Adult and Children Safeguarding including lunch 15:30 – 17:00 - Area Boards – empowering communities, working locally including tea 16:30 – 18:30 - IT training drop-in session **IT Buddies Present**
Mon 13 May	Tues 14 May	Weds 15 May	Thurs 16 May	Fri 17 May
City Hall, Salisbury - Alamein Suite 09:15 – 16:00 - Adult and Children Safeguarding including lunch 15:30 – 17:00 - Area Boards – empowering communities, working locally including tea 16:30 – 18:30 - IT training drop-in session **IT Buddies Present**	Civic Centre, Trowbridge - Lansdowne Hall 09:00 – 14:00 - COUNCIL MEETING including lunch 14:30 (approx. or on rise of full council meeting) County Hall, Atrium Corporate Directors host Wiltshire Council Services Fair and networking event - includes afternoon tea **IT Buddies Present** Cotswold Room, County Hall 16:00 – 19:00 - Declaration of Interests advice and drop-in session	Monkton Park offices, Chippenham, Committee Rooms A-D 09:45 – 12:00 - Licensing for councillors 12:00 – 16:00 - **IT Buddies Present** 17:30 – 20:00 - Licensing for councillors City Hall, Salisbury - Alamein Suite 09:15 – 11:30 - Development Services 11:30 – 13:00 - Shaping Wiltshire's future – homes and jobs 13:00 – 14:00 - Lunch 14:00 – 15:00 - Development Services (Refresher session) 17:45 – 20:00 - Development Services	Civic Centre, Trowbridge - Usher Suite 09:15 – 13:30 - Overview and Scrutiny committee training **This session is open to all council members** 13:30 – 14:30 Lunch 14:30 – 16:30 - Communications and reputation management; what you say matters. Cotswold Room, County Hall: 15:00 – 17:00 - Declaration of Interests advice and drop-in session	City Hall Salisbury - Alamein Suite 09:45 – 12:00 - Licensing for councillors 12:00 – 16:00 - **IT Buddies Present** 17:30 – 20:00 - Licensing for councillors Monkton Park offices, Chippenham Committee Rooms A-D 09:15 – 11:30 - Development Services 11:30 – 13:00 - Core Strategy 13:00 – 14:00 - Lunch 14:00 – 15:00 - Development Services (Refresher session) 17:45 – 20:00 - Development Services
Mon 20 May	Tues 21 May	Weds 22 May	Thurs 23 May	Fri 24 May
Civic Centre, Trowbridge - Usher Suite 09:15 – 13:00 - Area Planning committee training including lunch Please note: This session is for new councillors and non-committee members - numbers are restricted - please book. 13:45 – 16:00 - Area Planning committee training. Please note: This session is for returning councillors and committee members only.	Civic Centre, Trowbridge - Usher Suite 15:00 – 18:00 - Licensing for committee members including afternoon tea Please note: This session is open to Licensing Board and Sub-Committee Members only	No sessions	No sessions	Civic Centre, Trowbridge - Usher Suite 10:00 – 13:00 - Corporate vision and transforming the council including lunch 13:00 – 15:00 - **IT Buddies Present**
Mon 27 May	Tues 28 May	Weds 29 May	Thurs 30 May	Fri 31 May
Bank holiday	No sessions	Civic Centre, Trowbridge - Usher Suite 10:00 – 13:00 - Public Health; keeping Wiltshire safe and healthy including lunch 13:00 – 14:30 - **IT Buddies Present**	No sessions	No sessions
Mon 3 June	Tues 4 June	Weds 5 June	Thurs 6 June	Fri 7 June
Civic Centre, Trowbridge - Usher Suite 09:15 – 13:00 - Housing provision for the future including lunch 13:00 – 15:00 - **IT Buddies Present**	Civic Centre, Trowbridge - Usher Suite 10:00 – 13:00 - Schools and Learning in Wiltshire including lunch	No sessions	No sessions	County Hall, Trowbridge 11:00 – 16:00 - councillor development plans - drop-in session **IT Buddies Present**