

Test Valley Borough Council

Members' Induction Programme 2019

Date	Time	Event	Venue	Those involved
Thursday 2 May		Borough Elections		
Monday 6 May		Bank Holiday		
Tuesday 7 May	2pm to 7pm	<p><u>The "start-up" session</u></p> <p>Official photographs</p> <p>Declaration and acceptance of office, IT policy etc.</p> <p>Receive IT equipment and basic instructions</p> <p>Community Councillor support Market place</p>	Conf Room 1 and 2, Beech Hurst, Andover	<p>Communications Team</p> <p>Legal and Dem</p> <p>IT/Dem Services</p> <p>Community/Dem/Policy</p>
	7pm	"Get to know one another" Buffet	Restaurant, Beech Hurst, Andover	Cex/Directors/HoS
Thursday 9 May	5.30pm	Introduction to the Planning Process	Conf Room 1, Beech Hurst, Andover	Head of Planning and Building
Saturday 11 May	9.30am – 12noon	<p><u>Induction for new members</u></p> <p>Breakfast</p> <p>Introduction to Test Valley and Local Govt - Cex</p> <p><u>Roundtable Discussions</u> Code of Conduct, The Clockwork, Intro to the role of the community councillor</p>	Crosfield Hall Annexe, Romsey	Leader, Dep Leader, Leader of the Opposition, Cex, Directors, Head of Legal and Democratic Services

Monday 13 May	11am	Annual Council Meeting	Crosfield Hall, Romsey	
Tuesday 14 May	5.30pm	Southern Area Planning Committee	Crosfield Hall, Romsey	
Thursday 16 May	5.30pm	Northern Area Planning Committee	Conf Room 1, Beech Hurst, Andover	
Monday 20 May	5.00pm	Training for new members of the Planning Control Committee	Crosfield Hall Annexe, Romsey	Head of Planning and Building
Tuesday 21 May	5.30pm	Planning Control Committee	Conf Room 1, Beech Hurst, Andover	
Wednesday 22 May	5.00pm 6.00pm	OSCOM - basic introduction to O&S session for new members of the committee Overview and Scrutiny Committee	Leader's Mtg Room Conf Room 1, Beech Hurst, Andover	Dem Services/Corporate Director
Monday 27 May		Bank Holiday		
Tuesday 28 May	5.30pm	Code of Conduct Training 1) Core 2) Workshop	Conf Room 1, Beech Hurst, Andover	Cex/Legal and Dem/Directors
Saturday 1 June	10.00am – 12 noon	<u>Members Development and the Community Councillor Role</u> What are your development needs? Community councillor exercise (including community planning tool kit)	Crosfield Hall Annexe, Romsey	Dem Services/ Policy/Community/ Planning Policy

Monday 3 June	5.30pm	Introduction to the Council's Housing responsibilities	Conf Room 1, Beech Hurst, Andover	Head of Housing and Environmental Health
Thursday 13 June	5:30pm	Introduction to Licensing for new Members	Conference Room 1	Dem Services
Date TBC		Tour of the District	Meeting point to be confirmed	Head of Community and Leisure/Head of Planning Policy
Monday 24 June	5.30pm	Introduction to the functions of the Council's Environmental Services	Portway Depot, Andover	Head of Environment Services
Monday 1 July	5.30pm	Local Government Finance	Conf Room 1, Beech Hurst, Andover	Head of Finance
Monday 22 July	5.30pm	Equalities (All councillors)	Crosfield Hall Annexe, Romsey	Policy/Legal/Corporate Director
Wednesday 4 September	4.00pm	All services market place following Council meeting (incorporating ceremony to hand over gifts to retiring councillors.)	Crosfield Hall Annexe, Romsey	Buffet All HoS and Service reps.
Sept/Oct/ Nov	tbc	<u>Other training</u> - Other services (as required) - Safeguarding - OSCOM (incorporating away day)	tbc	tbc