

## APPENDIX B

### Timetable for new members induction workshops

It is intended that there are two types of workshop sessions:

1. Mandatory session with Peter Large
2. Non-compulsory sessions on council functions

#### **1. Mandatory session with Peter Large on codes of conduct and governance**

Monday 10 May, 6pm – 8pm, City Hall

*(This session will be followed by the Lord Mayor's Drinks reception for new members)*

This session will cover topics such as using council resources appropriately, the code of conduct, when, how and why to update the register of interests when accepting gifts and hospitality, rights of access to information and the use of the Data Protection Act.

It will be open to both new and existing members and there will be a governance handbook provided for members to take away for reference purposes.

#### **2. Non-compulsory workshop sessions introducing members to council departments**

Thursday 13 May, 6.00pm-9.00pm, Council House

Saturday 15 May, 9.30am-12.30pm, City Hall

Monday 17 May, 6.00pm-9.00pm, City Hall

Rooms are booked for these as follows:

City Hall: Committee Rooms 3, 4, 5, 6 and 7

Council House: Council Chamber, Committee Room A, Committee Room B, Reception Room

Sat	Eve	Timetable
9.30am	6.00pm	Welcomes, Introduction, Domestics etc
9.45am	6.15pm	Session 1
10.30am	7.00pm	Session 2
11.15am	7.45pm	Break
11.30am	8.00pm	Session 3
12.15pm	8.45pm	Plenary

12.30pm	9.00pm	Close
---------	--------	-------

### Session 1

Chief Executive: Mike More

City Management Services: Leith Penny

Adult and Community Services: Marian Harrington

Communications: Alex Aiken

### Session 2

Finance: Barbara Moorhouse

Built Environment: Rosemarie MacQueen

What you can expect from the Resources Team: Alastair Gilchrist

The State of the City: Neil Wholey

### Session 3

Effective Scrutiny: External speaker

Children and Young People's Services: Michael O'Connor

Neighbourhoods and Area Forums: Member Services

Customer Satisfaction and the Westminster Standard: Jan North