**NHDC COUNCILLOR INDUCTION PROGRAMME 2019**

**Tuesday 7 May (day time)**

**Tuesday 14 May (evening)**

**Council Chamber, District Council Offices,**

**Gernon Road, Letchworth Garden City SG6 3JF**

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| **Title** | **Presenter** | **Time** |
| Meet and Greet and Photographs for ID Badges and Website | Committee and Property Services | Day time 9.45am |
| Welcome to North Hertfordshire District Council | David Scholes, Chief Executive  Anthony Roche, Deputy Chief Executive | Day time 10am  Evening 7.30pm |
| Corporate Plan, the Council’s Vision and Objectives | David Scholes, Chief Executive  Anthony Roche, Deputy Chief Executive | Day time 10.05am  Evening 7.35pm |
| Members’ Code of Conduct and Declarations of Interest  Constitution and Procedure Rules (eg Access to Information, Member/Officer Relations) | Jeanette Thompson, Monitoring Officer  Gavin Ramtohal, Deputy Monitoring Officer  James Ellis, Deputy Monitoring Officer | Daytime 10.30am  Evening 8pm |
| *Comfort Break* |  | Daytime 11.15am  Evening 8.45pm |
| Financial essentials for Councillors / Budget | Ian Couper, Service Director - Resources | Daytime 11.20am  Evening 8.50pm |
| The Council’s Commercialisation vision | Steve Crowley – Service Director – Commercial | Daytime 12.05pm  Evening 9.35pm |
| IT Services for Councillors  Freedom of Information, Data Protection | Howard Crompton, Service Director – Customers  Vic Godfrey – Information Communication Technology Manager  Toby Le Sage - IT Business and Information Compliance Manager | Daytime 12.35pm  Evening 10.05pm |
|  | **Session Close** | Daytime 1.05pm  Evening 10.35pm |
| **NB separate specialist sessions to be provided for those on** | |  |
| **Planning Control Committee** | Simon Ellis, Planning Control & Conservation Manager  Nurainatta Katevu Planning Lawyer | 14 May 2.00pm – 3.30pm or 14 May 5.00pm – 6.30pm |
| **Licensing and Appeals Committee**  **Licensing Sub-Committee** | Steven Cobb, Licensing Manager | 15 May 7.00pm – 9.30pm or  17 May 10.30am – 1.00pm |

**Mod.gov/Tablet and AV equipment familiarisation**

**15 May 2019 – 2.00pm – 4.00pm or**

**16 May 2019 6.30pm to 8.30pm**

The Committee Team will help familiarise you on use of your tablets to view agendas and reports, and use of the microphone and voting systems used in the Council Chamber as well as show you how to access the Declarations of interests Forms online.

NB Please ensure that you have collected your equipment from IT before this date and bring it with your to the session.

IT Services will be on hand to answer any technical questions or help with any tablet issues.

**Come and Meet the Teams**

**20 May 2019 10.15am – 3.00pm**

An informal opportunity where new Members can be introduced to Officers within each of the Service directorates.

Members will be directed to convene in CR2/3 at 10.15am where Committee Services will meet and greet, following which Committee Services will take Councillors on a tour of the building before meeting the respective Service Director.

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| **Service** | **Service Director** | **Time** |
| Meet and Greet |  | 10.15 am |
| Committee Services |  | 10.30 am |
| Commercial | Steve Crowley | 10.50 am |
| Resources | Ian Couper | 11.20 am |
| Place | Vaughan Watson/Andrew Mills | 11.50 am |
|  | Lunch | 12.20 pm |
| Customers | Howard Crompton | 1.20 pm |
| Regulatory | Ian Fullstone | 1.50 pm |
| Legal and Community | Jeanette Thompson | 2.20 pm |
| Committee Services |  | 2.50 pm |