Cumbria County Council

New Member Induction Programme - Calendar

May 2017

This calendar provides Members with a list of key events that will take place during the induction period (May to July). Induction sessions are colour coded:

Amber: Essential session for all Members
Grey: For committee Members only
Blue: Optional and open for all Members.

All Members should attend one of the Member Welcome Days on either 11 or 12 May.

Monday 22 May	Tuesday 23 May	Wednesday 24 May	Thursday 25 May	Friday 26 May
Barrow Local Committee Induction - Nan Tait Centre Barrow (10-12pm)	**Allerdale Local Committee Induction** - Workington Library (10-1pm)	**ICT Training** - Cumbria House, Carlisle (9.15-12.30pm) **ICT Training** - Cumbria House, Carlisle (1.30-3.30pm) **Eden Local Committee and Local Service Delivery Induction** - Fire Station Penrith (10-12pm)		

Monday 29 May	Tuesday 30 May	Wednesday 31 May
PUBLIC BANK HOLIDAY		**Allerdale Local Committee Area Planning Induction** - Embleton Hall (10.00-1pm).

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June 2017

			Thursday 1 June	Friday 2 June
Monday 5 June	**Tuesday 6 June**	**Wednesday 7 June**	**Thursday 8 June**	**Friday 9 June**
	ICT Training - Nan Tait Centre, Barrow (9.15-12.30pm) **ICT Training** - Nan Tait Centre, Barrow (1.30-3.30pm)			
Monday 12 June	**Tuesday 13 June**	**Wednesday 14 June**	**Thursday 15 June**	**Friday 16 June**
ICT Training - Cumbria House, Carlisle (9.15-12.30pm) **ICT Training** - Cumbria House, Carlisle (1.30-3.30pm) **South Lakeland Local Committee and Local Service Delivery (Area Planning Induction)** - County Hall, Kendal (9.30-12.30pm)	**LGA event for New Members** - Preston	**Fire and Rescue Service Induction** - Fire and Rescue HQ, Penrith (9.00-3.30pm)	**Understanding Full Council** - Chamber, County Hall, Kendal (10-12pm) **Code of Conduct, Equality, Anti-Fraud and Corruption Session** - Chamber, County Hall, Kendal (1-3.30pm)	**Health and Safety Induction** - Cumbria House, Carlisle (10-12noon)
Monday 19 June	**Tuesday 20 June**	**Wednesday 21 June**	**Thursday 22 June**	**Friday 23 June**
Health and Safety Induction - County Hall, Kendal (1-3pm)	**ICT Training** - County Hall, Kendal (9.15-12.30pm) **ICT Training** - County Hall, Kendal (1.30-3.30pm)		**ICT Training** - Cumbria House, Carlisle (9.15-12.30pm) **ICT Training** - Cumbria House, Carlisle (1.30-3.30pm)	**Health and Safety Induction** - Fire Station, Penrith (10-12noon)
Monday 26 June	**Tuesday 27 June**	**Wednesday 28 June**	**Thursday 29 June**	**Friday 30 June**
		ICT Training - Nan Tait Centre, Barrow (9.15-12.30pm) **ICT Training** - Nan Tait Centre, Barrow (1.30-3.30pm)	**Corporate Parenting Training Session** - County Hall, Kendal (1.30-3.30pm)	**DCR Induction session** - Cumbria House, Carlisle (9.30-1pm)

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July 2017

Monday 3 July	Tuesday 4 July	Wednesday 5 July	Thursday 6 July	Friday 7 July
	Copeland Local Service Delivery (Area Planning) Induction - Cleator Moor Civic Hall (1.30-3.30pm)	**Highways Induction Session** - Fire Station, Penrith (10-12noon)	**Audit and Assurance Induction session** - Cumbria House, Carlisle (1-3pm)	**Pensions Committee Induction session** - Cumbria House Carlisle (2-4pm)
Monday 10 July	**Tuesday 11 July**	**Wednesday 12 July**	**Thursday 13 July**	**Friday 14 July**
	Barrow – Local Service Delivery (Area Planning) Induction - Nan Tait Centre Barrow (1.00-3.00pm)			**Highways Induction Session** - Cumbria House, Carlisle (10-12noon) **Health Scrutiny Induction** - Cumbria House, Carlisle (1-3pm)
Monday 17 July	**Tuesday 18 July**	**Wednesday 19 July**	**Thursday 20 July**	**Friday 21 July**
	Staffing Committee - County Hall, Kendal (1-3pm)	**Digital by Choice Session** - Cumbria House, Carlisle (2pm-4pm)		**Highways Induction Session** - Cumbria House, Carlisle (10-12noon)

Purpose of the sessions

Sessions open to all Members

- **Understanding Full Council:** The session will give Members an understanding of how Full Council operates, and will cover rules of debate, motions and questions.
- **Code of Conduct and Equalities:** The session will give Members an understanding of the Member Code of Conduct, the Council's Fraud and Anti-Corruption policies, and the Council's policies and duties in relation to equality and anti-discrimination.
- **Corporate Parenting:** This session will give Members an understanding of their responsibilities as the Corporate Parents of all children and young people from Cumbria who are in care and care leavers.
- **Digital by Choice:** This session will provide Members with insight into the Council's digital approach to the delivery of services and how they can support people in their divisions to access services in this way.
- **ICT Training:** Morning sessions will show Members how to make the best use of their Laptops/Tablets. Afternoon sessions will look at how to make best use of Windows Phones (Members can attend any session anywhere in the county).
- **Health and Safety:** This session will give Members an understanding of their responsibilities under Health and Safety legislation (Members only need attend one of the sessions).
- **Introduction to Highways:** This session will give Members an understanding of the Council's highways responsibilities and how to support members of the public with queries about highways (Members only need attend one of the sessions).
- **Fire and Rescue Taster Day:** This session will give Members an opportunity to learn more about the Council's Fire and Rescue Service, including the role of the Resilience Unit.

Sessions for Members on statutory committees

All Members who sit on a committee are required to attend a training session before the committee meets for the first time. A short pre-committee induction session on the day on the day of the committee will also take place to brief Members of procedural matters. This applies to:

- Pensions Committee
- Staffing Committee
- Health Scrutiny
- Audit and Assurance
- Development Control and Regulation

Sessions for Local Committee

All Local Committee Members will receive an induction session that will give them an overview of the role and responsibilities of Local Committees. They will also receive an Area Planning induction session.

IT kit rollout and information security training

These are one to one sessions that are available for all newly elected Members to receive their IT kit from an engineer and to receive Information Security Training. Newly elected Members will be contacted directly to arrange a time to drop in to receive their kit from a suitable location.