

**Induction Programme for New Members
9 May 2007 – Function Room**

Welcome to Swindon Borough Council Introduction to the Corporate Board Outline of the functions of the Departments	9. 00 am – 10:00 am Breakfast	Chief Executive Chief Officers
The role of a Councillor. The experiences of Members Casework and Surgeries	10:00 am to 10:20 am	Leader and/ or Deputy leader of the Council Group Leaders and/senior members
Equalities and Diversity – A taster Session for New Councillors - Age Discrimination	10:20 am to 10:40 am	Allan Daley Learning and Development
Conflict Management – A taster session for new councillors	11: 00 am to 11.30 am	Amanda Dickinson Learning and Development
	11.15 am 11.40 Coffee Break	
Lone working/Health and Safety Issues for new Councillors	11:40am – 12:10 Noon	Amanda Woodhead Safety Manager
Ethics and Probity (directed at new members but all members of the council invited) <i>Opportunity to complete Register of Interest</i>	12. 10 - 1:00 pm	Stephen Taylor Monitoring Officer
Lunch Opportunity to meet the Chief Executive, Group Directors and other Key officers and Members 1:00 pm – 2:00 pm		
Regional Spatial Strategy Regional Assembly – Economic Development and Regeneration	2:00 pm – 3:00 pm	Leader of the Council Cabinet Member for Economic Development and Regeneration/Cabinet member for Strategic Planning
Mock Meeting <i>(introduction to the Council Chamber, use of microphones etc))</i>	3:00 pm – 4:00 pm	Stephen Taylor and other key officers Councillor Kevin Small and other members
Invitation from the Mayor to join him in the Parlour <i>Light refreshments will be available</i>	4 pm	The Mayor, Councillor Mike Bawden

Coffee / Tea/ orange juice//water to be available throughout the day.