# Dates for your Diary

Electronic invitations will be sent to your Council email address for you to accept therefore please keep an eye out for these. The invitations will include access arrangements for the meetings. Invitations will just be sent to you for the Committees that you are appointed to, but all Councillors will be invited to the seminar and briefing sessions.

## Formal Meeting Dates

### First Full Council

|  |  |  |
| --- | --- | --- |
| Date | Location | Time  |
| 19th May 2022 | The Council Chamber, Woodhill House or Microsoft Teams | 10.15am |

### First Policy and Central Committee and Board Meetings

|  |  |  |
| --- | --- | --- |
| Committee/Board | Date | Time  |
| Integration Joint Board  | 1st June 2022 | 10.00am |
| Infrastructure Services Committee | 8th June 2022 | 10.15am |
| Education and Children’s Services  | 9th June 2022  | 10.15am |
| Sustainability Committee | 15th June 2022 | 10.15am |
| Communities Committee | 16th June 2022 | 10.15am |
| Aberdeenshire Licensing Board | 22nd June 2022 | 10.00am  |
| Business Services Committee | 23rd June 2022 | 10.15am |
| Local Review Body  | 24th June 2022  | 10.15am |
| Audit Committee  | 29th June 2022  | 10.15am |
| Business Services Licensing Sub-Committee  | 1st July 2022  | 10.15am |
|  |  |  |

#### Policy Committee Inductions

At the start of the first meeting of each Policy Committee, the relevant Director will provide training to members on the roles and responsibilities of the Committee. These sessions are introductory sessions in advance of the meeting covering the Committee remit and business, key officers and statutory duties and will be open to all members. The dates are as detailed in section 4.1.2 above.

#### Other Training relating to Policy and Central Committees

|  |  |  |
| --- | --- | --- |
| Committee  | Date | Objective |
| Education and Children’s Services – Education Essentials  | 18th May 2022 | This includes information on Head teacher appointments and parent councils.  |
| Audit  | 25th May 2022  | Focussed training for the Audit Committee including on constructive scrutiny.  |
| Licensing Sub-Committee  | 24th June 2022 | Practical session outlining the processes and procedures in a practical way for members to build confidence.  |

### **First Area Committee Dates**

|  |  |  |
| --- | --- | --- |
| Committee  | Date | Time  |
| Banff & Buchan  | 31st May 2022 | 9.30am |
| Marr  | 31st May 2022  | 10.00am |
| Buchan  | 7th June 2022 | 10.00am |
| Garioch | 7th June 2022 | 9.30am |
| Formartine  | 14th June 2022  | 9.45am |
| Kincardine and Mearns | 14th June 2022 | 10.00am |

## Induction Programme Timetable

A comprehensive induction programme has been developed to help settle you into your role at Aberdeenshire Council and to equip you with the knowledge that you will require to represent your constituents.

We have developed a programme of centralised corporate training, area specific training and a rolling seminar programme to provide you with information. We appreciate that there is a lot of information to absorb and all of the sessions will be recorded, where possible, and will be made available to you to watch when convenient if you are unable to attend the live sessions.

Invitations for all events will be emailed to you. We would encourage you to attend as many sessions as you can, particularly those that relate to the Committees that you will be a member of.

### Initial Programme

|  |  |  |  |
| --- | --- | --- | --- |
| Event | Date and Time  | Location | Objective |
| Area Committee Introductions | Tuesday 10th May 2022 | Invitations will be sent electronically with details and confirmed on familiarisation day.  | An introduction to the Area Committee, allowing you to meet your area colleagues and find out how the Area Team can support you in your role as a Councillor. |
| Corporate Induction  | Wednesday 11th May 2022 | Microsoft Teams  | The opportunity to begin toget under the skin of thecorporate information thatyou will need in order to dothe job. This includesguidance on the governance structure, statutory roles, your equalities obligations, as well as your role as corporate parents. |
| Planning Induction | Monday 23rd May 2022 | Microsoft Teams | A detailed trainingprogramme on planning,national frameworks, howplanning sits within thecouncil and the localimplications of planningpolicy. Also, the role ofmembers in the planningsystem. |
| Local Review Body  | Friday 27th May 2022 | Woodhill House, Aberdeen | The Aberdeenshire Local Review Body deals with planning appeals where the initial decision has been made by an officer using delegated powers.  |
| Licensing Board Training  | Wednesday 1st June 2022 | Online  | Statutory training provided to cover licencing objectives and principles of alcohol Licencing. Mandatory for those on licencing boards,concludes with an exam. |
| Licensing Board Practical Training | Friday 17th June 2022 | Microsoft Teams | Practical training for members building on the statutory training on Aberdeenshire processes including mock hearings to build confidence.  |

## Area Committee Inductions

This programme of sessions will run on Tuesdays and introduce you to the role of the Area Committee including Committee powers, how meetings are run, and enhanced training on fair decision making and planning. There will also be the opportunity to find out more about local networks and service delivery including meeting local service contacts and community planning partners through ‘speed networking’ events. Tours will be offered in some areas.

Invites and the full programme for your Area will be issued to Members in due course.

|  |  |
| --- | --- |
| Event | Dates  |
| Banff & Buchan | 10th May 17th May 24th May 7th June 14th June 28th June  |
| Buchan | 10th May 17th May 24th May 31st May 14th June 21st June |
| Formartine | 10th May 17th May 24th May 31st May 7th June 21st June  |
| Garioch | 10th May 17th May 24th May 31st May 14th June 21st June |
| Kincardine & Mearns | 10th May 17th May 24th May 31st May 7th June 21st June |
| Marr Area  | 10th May 17th May 24th May 7th June 14th June 28th June |

# Seminar Programme

These sessions, mainly held on a Monday afternoon, will help guide you through the many and varied roles undertaken within Aberdeenshire Council and the policies and objectives across the services.

Invites for the sessions will be issued to all members for general sessions with information about where or how to access, and to specific councillors nominated to particular committees where appropriate.

|  |  |  |
| --- | --- | --- |
| Event  | Date  | Objective  |
| Practical IT skills drop in  | 12th May 2022  | Hints and tips on Office 365 applications including Teams. These sessions will be as the name suggests, a drop in, with an alternative date later in the month too.  |
| How to Committee | 16th May 2022  | Some practical information on the holding of Committee meetings, with reference to standing orders and current meeting arrangements, as well as tips for approaching agenda papers. |
| Practical IT Skills drop in session  | 24th May 2022  | Further drop-in session to support with practical digital skills questions or advice.  |
| Enhanced Media and Social Media skills training  | 26th May 2022  | Learn about how the council communications team works, get tips on handling media calls, hear from a journalist about the landscape they work in and get advice on using social media to its best advantage.  |
| Introduction to Customer Services  | 30th May 2022  | Find out about how the customer services team works, the ways in which customers can access Council services, learn about the complaints and feedback process and how you can use this process to support your own constituent enquiries.  |
| Introduction to local government finance and audit  | 6th June 2022  | Session from Head of Finance / Chief Internal Auditor on Council budgets, financial controls and the role of internal audit. |
| Introduction to public procurement  | 13th June 2022  | Introductory session on procurement rules, governance and shared services.  |
| Chairing Skills for Chairs and Vice Chairs  | 20th June 2022  | Practical session with hints and tips for Chairs and Vice Chairs in Chairing meetings.  |
| Schools Placings and Exclusions Appeals Committee Training  | 22nd June 2022  | Procedures and legalities for committee members.  |
| Scrutiny at Aberdeenshire | 27th June 2022 | An overview of the Councillor’s scrutiny role with practical tips for Members on how to scrutinise effectively |
| Introduction to Education and Children’s Services  | 22nd August 2022  | Targets, objectives and policy surrounding education  |
| Introduction to the Health and Social Care Partnership  | 29th August 2022 | What is the partnership, who is involved and what are their objectives? |
| Performance, scrutiny and continuous improvement  | 5th September 2022  | A practical session to discuss performance data, how it is presented and why, and the role of councillors in scrutinising and driving continuous improvement, with a link to Council priorities. |
| Community Empowerment  | 12th September 2022  | An introduction to the community empowerment legislation, and a chance to learn from area managers about this is applied daily at a local level.  |
| Regional Economy and Partnerships  | 19th September 2022 | Looking at the range of collaborative working examples including NESTRANS, City Region Deal etc |