

| Date | Title | Lead Service | Purpose | Delivery Method/Location |
|--|--|--|--|-------------------------------------|
| 2 nd July - Thursday | Election Day | | | |
| 3 rd July – Friday | Count | | | |
| 3 rd July – Friday (following declaration of result) | Signing of Declaration | Legal and People | Acceptance of Office | Committee Room 2, Woodhill House |
| | Issue Code of Conduct | Legal and People | | |
| | Issue IT equipment | Customer and Digital | | |
| | Intro to Area Manager | Area Managers | | |
| Week 1 | | | | |
| 6 th July – 10am to 4pm | Familiarisation Day | | Designed to provide opportunity to get to grips with the "need to know". This will be a very practical day in order to get to grips with the "what, where, why, how and who." Opportunity for Networking, ICT support if needed, | Committee Room 5 |
| | Welcome at 9.30am Tour of building | Facilities Staff | | |
| | 10.30am Welcome from Chief Executive | Chief Executive | | |
| | Session covering:- Member Support, Register of Interests, Data Protection, Pay and Expenses, ALDO and Health and Safety | Legal and People Karen Wiles/Lauren Cowie | | |
| Afternoon Session on Introduction to Planning | Paul Macari/Mairi Stewart | | | |
| Tuesday 7 th July | Area Day | | Introduction to working in Areas | |
| Wed 11 th – 10am till 1pm? | Governance & Scrutiny | Karen Wiles/Lauren Cowie | The opportunity to begin to get under the skin of the corporate information that you will need in | Teams Meeting |

| | | | | |
|---|---|--|--|---------------------|
| | | | order to do the job. Focus on Code of Conduct and Ethical Standards | |
| Thursday 9 th July | Short session on Expenses | Finance (Jill Ross) | Opportunity to ask questions | Teams Meeting 10am. |
| Elements to be scheduled over recess around new member and officer availability | | | | |
| | Education Essentials – Head Teacher Appts, Parent Councils | Laurence Findlay | | Teams Meeting |
| | Planning Essentials | Paul Macari & Mairi Stewart (Planning and Economy) | | Teams Meeting |
| | Media Skills Training | Kate Bond/Neil Moir | | Teams Meeting |
| W/C 13 July - TBC | Equalities, Performance, CPP, Policy & Community Engagement and Customer Feedback | Kate Bond/Michelle Milne/Jane Wilkinson | Will cover all areas of corporate Policy & Performance areas. | Teams Meeting |
| W/C 13 July - TBC | Introduction to local govt finance and audit | Mary Beattie/Karlyn Watt | | Teams Meeting |
| Tuesday 28 th July 10am | Corporate Parenting | Katherine Irvine | | Teams Meeting |
| | Directorate Overviews Education & Children's Services | Directors | | Teams Meeting |

| | | | | |
|----------------------------|---|-------------------------------|--|---------------|
| | Environment & Infrastructure Business Services Health and Social Care Partnership | | | |
| 12 th August | How to Committee | Lauren Cowie | 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. | Teams Meeting |
| 18 th August | Area Based Planning & Decision Making Training | Legal and People and Planning | | Teams Meeting |
| End of Recess | | | | |
| 25 th August | Buchan Area Committee | | | Hybrid |
| 25 th September | Full Council | | | Hybrid |