

<b>Provisional Date</b>	<b>Topic</b>	<b>Responsible Officer</b>	<b>Location</b>
<b>Week 1</b>			
<b>Monday 11<sup>th</sup> November– 9.30am till 5pm</b>	Familiarisation Day  Session Plan attached at Appendix 3	<b>Project Team</b>  <b>Chief Executive Directors</b>	<b>WHH Members Building Committee Room 2</b>
<b>Tuesday 12<sup>th</sup> November</b>	<b>Buchan Area Committee</b>  Kincardine and Mearns/Banff and Buchan – Informal Committee Business.	<b>Area Managers</b>	<b>TBC</b>
<b>Wednesday 13<sup>th</sup> November – 10.00am till 1pm</b>	Corporate Induction  Session Plan attached at Appendix 4	<b>Head of Legal and People</b>	<b>Microsoft Teams Lauren Cowie</b>
<b>Thursday 14<sup>th</sup> November am</b>	<b>Business Services Committee</b>  introductory session in advance of meeting covering Committee remit and business, key officers, statutory duties.	<b>Head of Customer and Digital Services</b>	<b>WHH Members Building (with Microsoft Teams option)</b>
<b>Friday 15<sup>th</sup> November - 10am - 12pm</b>	<b>Finance Induction</b>	<b>Head of Finance</b>	<b>WHH Members Building Committee Room 5</b>
<b>WEEK 2</b>			
<b>Monday 18<sup>th</sup> November 2pm-5pm</b>	<b>Fair Decision Making &amp; Planning Introduction</b>	<b>Head of Legal and People</b>	<b>WHH Members Building Committee Room 3</b>

		<b>Morag Stevenson</b>	
<b>Tuesday 19<sup>th</sup> November</b>	<b>Kincardine and Mearns Area Committee</b>	<b>Area Managers</b>	<b>TBC</b>
<b>Wednesday 20<sup>th</sup> November</b> <b>Time TBC</b>	<b>Corporate Parenting</b>	<b>Andrew Dick</b>	<b>TBC</b>
<b>Thursday 21<sup>st</sup> November</b>	<b>Full Council</b>		<b>Council Chamber</b>
<b>Friday 22<sup>nd</sup> November</b>	<b>Introduction to Media</b>	<b>Sarah Rochester</b>	<b>Teams Meeting</b>
<b>WEEK 3</b>			
<b>Tuesday 26<sup>th</sup> November</b>	<b>Area Sessions</b>  <b>Banff &amp; Buchan Area Committee</b>	<b>Area Managers</b>	<b>TBC</b>
<b>Thursday 28<sup>th</sup> November</b>	<b>Infrastructure Services Committee</b> - introductory session in advance of meeting covering Committee remit and business, key officers, statutory duties.		
<b>Friday 29<sup>th</sup> November</b> <b>1pm – 3.30pm</b>	Scrutiny at Aberdeenshire, <b>Performance, scrutiny and continuous improvement</b> – understanding the Council’s performance management framework, how we use data and the role of Cllrs in scrutinising and driving continuous improvement, with link to Council priorities.	<b>Head of Legal and People</b>  <b>Head of Customer and Digital Services</b>	<b>Microsoft Teams</b>