Warwickshire County Council Elections 2013

A guide for new Councillors





Foreword

Congratulations on your success in the recent elections and welcome to Warwickshire County Council.

This short guide is designed to assist you during your first few weeks as a Councillor by providing some basic information about the Council's current organisational and political structures, an outline of what to expect at forthcoming events and to provide a signpost to the key officers who will be providing support and guidance.

Towards the end of the document you will find details of the member induction programme. The Council has made a commitment to support all members through the provision of on-going development. The programme has been devised by a cross-party Member Development Steering Group who have applied their own experience and taken account of feedback from members across the Council.

Finally, please do contact us or any member of the Democratic Services Team if you have any queries - however small they may seem!

We look forward to meeting you at the reception on Thursday 9 May and wish you every success in your time with Warwickshire County Council.

Janet Purcell
Democratic Services Manager

Tel: (01926) 413716

Email: janetpurcell@warwickshire.gov.uk

Paul Williams

Democratic Services Team Leader (Member Development Lead)

Tel: (01926) 418196

Email: paulwilliamscl@warwickshire.gov.uk

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Your First Few Days as a Councillor

There are some items in your pack that you can explore at your leisure and there are some that require your immediate attention.

Forms to complete

☑ The Declaration of Acceptance of Office

This document needs to be signed and witnessed by the Chief Executive within two weeks of the election. Please call Harpreet Rai, PA to the Chief Executive, on **Tel: 01926 412000** to book an appointment.

The following forms should be sent to Elaine Sale in Democratic Services:-

✓ Members Code of Conduct

Simply sign and print your name on the form.

Declaration of Pecuniary Interests

Please complete this by 20 May. A seminar on this subject will be held on 15 May so you may wish to finalise your form on that day when there will be officers to offer advice.

Personal details form

This is needed for payroll (so that your allowances can be paid) but it is also important that we have your contact details as soon as possible for key officers who may need to get in touch.

Questionnaire regarding IT requirements

You will be invited to discuss this with an IT support officer.

You can use the post-paid envelope in your pack or just drop the forms in to Democratic Services.

Personal Development Interview

Early on in your term of office you will be offered the chance to participate in a personal development interview. This will be undertaken by a member of the Democratic Services Team and seeks to establish the skills and experiences you are bringing to the County Council as well as any development areas you might have.

This is not compulsory but we believe it will be a useful exercise and a good way of getting to know the Democratic Services officers who will be supporting you throughout your time as a Councillor.

Welcome to Warwickshire Reception

9 May at 4.30pm

This is your opportunity to meet other new and returning councillors as well as key officers. You will be met and guided by the Democratic Services Team.

The programme will be:

1. Photograph and ID Badge - 4.30pm to 5.30pm

Your photograph will be taken for your ID badge and the website.

2. IT Questionnaire

Please bring your completed IT questionnaire to Simon Hill, ICT Business Liaison Manager. Although the reception is at teatime Simon will be available all day to discuss your IT needs so please call him on **Tel: 01926 412399** to book a slot.

Over the following two weeks you will be invited to attend a session to brief you on using your chosen laptop or tablet.

A light buffet will be available from 5.00pm

3. Welcome address by Jim Graham, Chief Executive of WCC - 5.30pm

4. Information Displays - from 6.00pm

This is an opportunity to meet senior officers from every service in the Council.

Annual Council Meeting 21 May at 10.00am

The first meeting of the new Council is largely procedural. The key items will be the election of a Chair and Vice Chair of Council and the establishment of committees.

The County Council meeting is regulated by both formal rules (called standing orders) and by protocol. Members belonging to a political group are encouraged to seek guidance from their group leader.

David Carter, Strategic Director for Resources, is the Council's Monitoring Officer. This is a statutory role and includes responsibility for governance arrangements. He will be providing guidance on our governance arrangements at an induction session on 3 July.

A photographer will be on hand on 21 May to take your portrait for use on the website.

Key Information about Full Council:

- The agenda and papers for the meeting will be published on Monday 13 May.
- The political groups usually have their group meetings on the day of Council, before the meeting.
- In the meeting members must indicate to the Chair if they wish to speak (raise your hand to be added to the list of speakers).
- No member must stand or speak when the Chair is speaking or standing.
- You must stand to speak (unless unable).
- Speeches are usually limited to 5 minutes.
- Council does not have a public question time, but members of the public can present petitions to the Council if they receive enough signatures.
- If you would like to submit a question or a motion contact the Democratic Services team.
- Seating plans will be available in the group rooms.

If you have any further questions about the rules and procedures of Council please contact either:

David Carter, Strategic Director for Resources (and Monitoring Officer)

Email: davidcarter@warwickshire.gov.uk

Tel: 01926 412564

Janet Purcell, Democratic Services Manager

Email: janetpurcell@warwickshire.gov.uk

Tel: 01926 413716

Induction Programme

The current timetable for the Council's Cabinet and Committee meetings in 2013/14 is enclosed in your induction folder. As well as attending any bodies to which you are appointed, you are also welcome to attend other meetings if you have time. This can be particularly helpful as part of your induction.

You are strongly encouraged to engage in the member induction programme . The first part of the induction programme includes briefings from senior officers from the four officer Groups: Communities, People, Resources, and Fire & Rescue. If you are able to attend all of these sessions you will get a picture of the inter-dependencies between the Groups and the key themes that are emerging as both challenges and opportunities for the Council.

Other sessions focus specifically on the Councillor role – such as the '21st Century Councillor' session run by by the New Local Government Network on 13 June; 'Representing Your Community' on 27 June and the session on 'Democratic and Corporate Processes' on 3 July. The programme from September includes sessions focusing on specific skills - such as chairing and overview and scrutiny skills.

Most training is voluntary, with the exception of a few sessions which are clearly marked in the enclosed programme. We are sensitive to the fact that Councillors do have other commitments and that sometimes it won't be possible for you to attend a particular session. This can be addressed in a number of ways; if a large number of members miss a session we will seek to run it again; if only a few miss a session we will arrange a less formal officer briefing.

360 Degree Assessment

Once you have been with Warwickshire County Council for over a year you will be invited to participate in a 360 degree assessment. This type of assessment relies on input from your peers including fellow members, officers and partners. This approach does not suit everyone but those members who have engaged in it have found it useful as a means of discovering where they might improve their performance as well as providing assurance of the things that they have been doing well.

Officer support

Senior Officer Support - Heads of Service Guides

You will be paired with a Head of Service to provide personal support and guidance throughout your first few months with the Council. In particular the Head of Service will be able to:

- Provide informal direction and advice on how to undertake your role;
- Give guidance on strategic or cross-cutting issues;
- Act as a senior contact for issues relevant to your local area;
- Support you in developing and sustaining relationships with other partners; and
- Signpost to other Heads of Service, Strategic Directors or staff as appropriate.

Your Guide will offer to meet you regularly and it is normal for this role to continue for at least six months but this will depend on your requirements. You will be told who has been allocated as your Guide in the week following your election.

Locality Officers

The Localities and Partnerships Officers will have a key role ensuring you are made aware of the key issues in your locality. In particular they will give information and guidance on:

- Local services and priorities (including locality plans);
- Identifying and tackling local issues;
- The key service contacts in their area; and
- Voluntary and community groups (how they are funded, local projects etc.)

Democratic Services Officers

The Democratic Services team provides dedicated support to Councillors, primarily in the management of member meetings - including helping you undertake scrutiny reviews and providing advice on democratic processes.

The team will be on hand from the day of your election to ensure you have the support and information you need to take up your role as soon as possible. A member of the team will contact you to invite you to an informal discussion about your support needs, including training and development.

Decision Making at the Council

As part of your role as a Councillor you will be expected to attend Council meetings and meetings of any committee or other body to which you have been assigned. Please note that failure to attend at least one formal meeting every six months will compromise your position on the Council.

All of the information about Councillors and Council meetings is kept on our Democracy webpages. Here you can find agendas and meeting papers, committee memberships, and meeting dates.

www.warwickshire.gov.uk/democracy

The Council's democratic processes and rules of governance are set out in detail in the constitution – you can read it online at:

www.warwickshire.gov.uk/constitution

The key points will be explained at the seminar on 3 July but below is an introduction to the current member bodies.

County Council

The County Council meets approximately 6 times a year. Its key functions are to agree:

- The overall policy framework of the Council;
- The Council's budgetary framework (the annual budget meeting is held in February); and
- The Council's constitution.

Council meetings are held on Tuesdays starting at 10.00am with the exception of the budget meeting in 2014 which is on a Thursday to enable maximum time for Groups to consider the Cabinet's budget recommendations prior to the Council meeting.

Cabinet

The County Council currently operates a Cabinet model of governance. The Leader of the Council decides on the number of members on the Cabinet (called Portfolio Holders) and decides which powers are delegated to them.

Cabinet currently meets monthly – usually at 1.45pm on the third Thursday of the month.

Overview and Scrutiny Committees

The Council established four overview and scrutiny committees (OSCs), each with responsibility to review and scrutinise specific Council services. They do not have power to take decisions directly but they have a key role in holding the Cabinet to account, reviewing performance, and ensuring effective policy outcomes.

The induction session on overview and scrutiny on **7 October** will help members develop the skills they need to undertake effective overview and scrutiny. The current committees are:

1. The Overview and Scrutiny Board

The Overview and Scrutiny Board manages the overall overview and scrutiny work programme and has responsibility for oversight of a range of corporate functions including the budget, business planning, performance arrangements, and property. They meet six times a year, usually on a Wednesday at 2.00pm.

2. Adult Social Care and Health OSC

This committee has a wide ranging remit to look at health services and adult social care provision in the County. They meet six times a year, usually on Wednesday at 10.00am.

3. Communities OSC

This committee covers a wide range of services including Fire and Rescue, Community Safety, libraries, highways and tourism. They meet six times a year, usually on a Tuesday or a Wednesday at 10.00am.

4. Children and Young People OSC

This Committee covers services for children, young people and families. They meet six times a year, usually on a Tuesday or Wednesday at 10.00am.

Regulatory Committee

The Regulatory Committee deals primarily with planning applications. It is important that members of this Committee understand the principles of decision making in relation to planning and members are expected to undertake regular training to maintain their place on the Committee.

The Committee meet every six weeks, usually on a Tuesday at 10.00am (usually preceded by training at 9.00am).

Audit and Standards Committee

This committee oversees internal and external audit matters and its remit includes promoting and maintaining high standards of conduct by councillors and officers.

The committee meet four times a year, usually on a Wednesday or Thursday at 10.00am.

Staff and Pensions Committee

This committee deals with issues affecting the terms and conditions of staff and their associated pension funds.

The committee meets four times a year on the rising of Cabinet (Thursday afternoon).

Community Forums

All Councillors are automatically members of one or more of the County's 30 community forums. The forums bring together all local councillors within an area (County, District, Parish/Town) along with community representatives and other agencies to identify and discuss issues of local concern and find solutions for local communities. Police and local health services also attend these meetings regularly. The forums meet four times per year at various locations on week day evenings. Details of the Community Forums can be found at:

www.warwickshire.gov.uk/communityforums

As well as these key bodies there is the Health and Wellbeing Board and the Council provides support for the Warwickshire Police and Crime Panel. Details of these and other bodies are available at:

www.warwickshire.gov.uk/committees

Council Officer Organisation

The Chief Executive heads a Corporate Board of the three Group Strategic Directors and the Chief Fire Officer. Each of the Groups are organised into business units led by Heads of Service. The Corporate Board and Heads of Service are known collectively as the Leadership Team.

Chief Executive - Jim Graham

The Chief Executive is the Head of Paid Service who leads the council's staff and advises on policies, staffing, service delivery and the effective use of resources.

Tel: 01926 412000

Email: jimgraham@warwickshire.gov.uk



Chief Executive Jim Graham							
Communities Monica Fogarty	Fire & Rescue Andy Hickmott (Interim)	People Wendy Fabbro	Resources David Carter				
Localities & Community Safety Mark Ryder Public Health John Linnane Sustainable Communities Louise Wall Transport & Highways Graeme Fitton	Deputy Chief Fire Officer Gary Phillips Assistant Chief Fire Officer Jim Onions	Business Manager Angela Dakin Early Intervention Hugh Disley Learning & Achievement Sarah Callaghan Safeguarding Phil Sawbridge Social Care & Support Jenny Wood Strategic Commissioning Chris Lewington	Customer Services Kushal Birla Finance John Betts HR & Organisational Development Sue Evans Information Assets Tonino Ciuffini Law & Governance Greta Needham Physical Assets Steve Smith Service Improvement & Change Management Phil Evans				

Communities Group

Strategic Director - Monica Fogarty

The Communities Group is responsible for Transport and Highways, Localities, Community Safety, Sustainable Communities and Public Health.

Staff include: planners, civil engineers, mechanical engineers, landscape architects, economists, accountants, countryside rangers, bus drivers, tree surgeons and school crossing patrols. Much of its work is carried out in partnership with other agencies as the best way to provide for the people of Warwickshire.

Staff are based locally throughout the county in offices, business centres, parks and depots.

Tel: 01926 412514

Email: monicafogarty@warwickshire.gov.uk



Head of Service - Mark Ryder

Localities and Community Safety provide a wide range of services that protect individuals and communities from harm; that empower local communities and protect and provide access to significant elements of Warwickshire heritage.

The key areas are:

- Locality Working (supporting the local forums)
- · Community Safety
- · Drugs and Alcohol Advice and Action Team
- · Youth Justice Service
- Partnerships
- Heritage and Culture
- Trading Standards
- Emergency and Flood Risk Management

Tel: 01926 412811

Email: markryder@warwickshire.gov.uk



Monica Fogarty



Mark Ryder

Public Health

Director of Public Health - Dr John Linnane

The Public Health Business Unit works to address the overall health needs of the population of Warwickshire. It is about preventing illness and promoting health to reduce the need for hospital or long term healthcare.

- Areas of focus are:
- Specialist Advice
- Health Improvement, Commissioning and Performance
 - Monitoring the health status of the population
 - Lifestyle risk management (smoking, alcohol, drugs)
 - Sexual health and contraception
 - Weight management
- Health Protection
 - o Immunisation, screening and vaccination
 - o Emergency planning provision
- Population Health
 - Health Needs Assessment
 - o Joint Strategic Needs Assessment
 - Developing evidence based cost effective healthcare
- · Wider Determinants 'Place Shaping'
 - Partnership working (transport, housing, environment, social exclusion)

Tel: 01926 413705

Email: john.linnane@warwickshire.nhs.uk



Dr John Linnane

Sustainable Communities

Head of Service - Louise Wall

The Sustainable Communities Business Unit supports the national drive to encourage sustainable growth and will support sustainable growth in jobs, the development of communities and improved quality of life for our customers living in those communities.

The service areas included in the unit are:

- Planning and Development
- · Regeneration Projects and Funding
- Local Enterprise Partnership Delivery
- · Waste Management
- · Rural Services

Tel: 01926 412422

Email: louisewall@warwickshire.gov.uk



Head of Service - Graeme Fitton

Everyone who lives or works in or travels through Warwickshire depends to some extent on the services of Transport and Highways.

The service:

- ensures the highway network is maintained and developed,
- · develops and improves the transport network,
- promotes road safety through engineering, education and enforcement and
- provides for the transport needs of the public, school children and adults with social care needs.

Tel: 01926 412046

Email: graemefitton@warwickshire.gov.uk



Louise Wall



Graeme Fitton

Fire and Rescue Service

Interim Chief Fire Officer – Andy Hickmott

Warwickshire Fire and Rescue are responsible and dedicated to the delivery of Community Fire Safety advice and serving the community within its Vision and Mission Statement.

The service's vision is, "Protecting the community and making Warwickshire a safer place to live". Its ambitions are:

- Keeping the public safe
- · Keeping fire fighters safe
- · Doing our best

Deputy Chief Fire Officer - Gary Philips

- Community Fire Prevention
- · Community Fire Protection
- Control
- · Operational Response
- · Resilience
- · Change Programmes
- · Improvement Projects
- Strategic Partnerships

Tel: 01926 753204

Email: garyphilips@warwickshire.gov.uk

Assistant Chief Fire Officer - Jim Onions

- Adverse Investigation Team
- · Business Continuity
- · Operational Assurance
- · Performance
- Workforce Planning

Tel: 01926 753202

Email: jimonions@warwickshiregov.uk



Andy Hickmott



Gary Philips



Jim Onions

People Group

Strategic Director - Wendy Fabbro

The People Group brings together two former social care directorates: 'Adult, Health and Community Services' and 'Children, Young People and Families'.

Its aims and vision are:

- To support people, especially the most vulnerable and disadvantaged, to access throughout their lives every opportunity to enjoy, achieve and live independently.
- To provide social care, learning, and achievement and health related services for all ages.

Tel: 01926 412665

Email: wendyfabbro@warwickshire.gov.uk

Business Management

Head of Service - Angela Dakin

The service provides:

- People Group business management and support
- Emergency planning & resilience co-ordination
- Project management oversight & co-ordination
- Integrated Information Systems: support, training and Helpdesk
- Self-Directed Support and Warwickshire Directory
- Local Centre development / Modern & Flexible Working implementation
- Saltisford office complex facilities management

Tel: 01926 742964

Email: angeladakin@warwickshire.gov.uk



Wendy Fabbro



Angela Dakin

Early Intervention

Head of Service - Hugh Disley

This service seeks to intervene early to tackle problems emerging for any child, young person, their family and vulnerable adults who are at risk of needing help with their daily living.

The Early Intervention Team includes teachers, social workers, teaching assistants, youth workers, family support workers, administrators, service and operations managers, Integrated Community Equipment, Telecare and some supported housing services.

Services include:

- · CAF (Common Assessment Framework).
- · School Early Intervention Service.
- · Family Information Services.
- Family and Parenting Support.
- Targeted Youth Support Targeted at those most in need.

Tel: 01926 742589

Email: hughdisley@warwickshire.gov.uk

Learning and Achievement

Head of Service - Sarah Callaghan

The service aims to be the "champion of the learner". It promotes high levels of achievement and attainment by:

- Building capacity and supporting improvement in early years settings, schools and other learning providers.
- Ensuring every child and young person has access to a place in high quality early years settings or schools or learning providers and commissioning learning opportunities for adults.
- Ensuring provision for children and young people with special educational needs and vulnerable groups.
- Supporting young people in the transition to adulthood and employment especially the most vulnerable.

Tel: 01926 748261

Email: sarahcallaghan@warwickshire.gov.uk



Hugh Disley



Sarah Callaghan

Safeguarding

Head of Service - Phil Sawbridge

The service works to meet our duties to safeguard and protect children and vulnerable people at risk.

Staff are organised in locality based teams covering:

- Assessment and intervention in respect of children who may be 'in need' or 'in need of protection'.
- Corporate parenting including the provision of services for looked after children.
- · Leaving Care.

Centrally based specialist practitioners hold responsibility for:

- Adult Safeguarding Strategy, Partnership and quality assurance.
- · Children's Safeguarding Strategy.
- · Foster Care Recruitment.
- · Adoption.

Tel: 01927 742577

Email: philsawbridge@warwickshire.gov.uk

Social Care and Support Services

Head of Service - Jenny Wood

The work of the service includes:

- Arranging social care and support services for vulnerable and older people and their families with eligible needs
- Facilitating 'protection' when needed, e.g. safeguarding and mental health related responsibilities.

The service focusses on achieving the 'outcomes' as expressed by those being supported and is developing a 'maximising independence' approach. Short term low level support can enable people to sustain or regain independence, thus avoiding the need for long-term support.

The team includes social workers, community care workers, occupational therapists and reablement homecare staff, and adult mental health practitioners.

Tel: 01926 742962

Email: jennywood@warwickshire.gov.uk



Phil Sawbridge



Jenny Wood

Strategic Commissioning

Head of Service - Chris Lewington

The service works in partnership internally and externally to implement the full cycle of commissioning activities, including delivering evidenced value for money.

The service consists of:

- Commissioning professionals with expertise in all areas of strategic commissioning from assessment and forecasting of need, contract procurement, market management through to quality assurance and contract monitoring.
- Commissioners from both children's and adult services with commissioning professional expertise.
- Working jointly across health and social care, offering commissioning.
- Support and joint contracts to the Primary Care Trust and General Practitioners.

Tel: 01926 745101

Email: chrislewington@warwickshire.gov.uk



Chris Lewington

Resources Group

Strategic Director - David Carter

The Group provides a range of services internally to other areas of the council, externally to our partners and communities, and on the front line directly to our customers.

The services are provided through the following business units:

- · Customer Services
- Finance
- · Human Resources and Organisational Development
- · Information Assets
- Law and Governance
- Physical Assets
- Service Improvement and Change

Tel: 01926 412564

Email: davidcarter@warwickshire.gov.uk



Head of Service - Kushal Birla

Customer Service plays a key role in leading the development of a customer focused organisation that recognises external and internal customers as being equally important.

Key elements of the service are:

- One Front Door enabling customers to access all public services through 'one front door' comprising face-to-face, telephone and internet and other appropriate electronic channels.
- · Customer relations and complaints
- · Library and Information Service
- Communications
- Registration Services (Births, Deaths & Marriages)

Tel: 01926 412013

Email: kushalbirla@warwickshire.gov.uk



David Carter



Kushal Birla

Finance

Head of Service - John Betts

The service's primary aim is to provide high quality and cost effective financial support and advice to all services and the council.

Areas of work include:

- Procurement
- Payments and Income Collection
- Social Care Financial Assessments
- Planning and monitoring the Council's Budget, Savings and Capital Investment Programme
- Management of the Pension Fund and Cash Flow
- Payroll
- Providing Financial Advice and Guidance on Policy Developments

Tel: 01926 412441

Email: johnbetts@warwickshire.gov.uk

Human Resources and Organisational Development

Head of Service - Sue Evans

The purpose of HR and OD is to ensure that the County Council has the workforce that it needs to deliver its objectives, and to support managers in recruiting, leading and developing a workforce that is motivated and engaged to deliver excellent services and to ensure that the Council meets its statutory duties in relation to employment, health and safety and equalities.

The service is divided into:

- Learning & Organisational Development / HR Business Partnership
- HR Advisory
- · Health and Safety and Wellbeing
- · The HR Service Centre
- Equality & Diversity

Tel: 01926 412314

Email: <u>sueevans@warwickshire.gov.uk</u>



John Betts



Sue Evans

Information Assets

Head of Service - Tonino Ciuffini

The service:

- Manages and supports the core ICT infrastructure, including personal computers and mobile devices.
- Provides and manages the network services for internal and external ICT links and our telephone services.
- Designs and implements ICT programmes and projects that deliver improved services.
- Provides ICT support and training to staff and elected members
- · Provides ICT Services to schools.
- Provides advice and guidance to ensure corporate information and records are effectively manage.

Tel: 01926 412879

Email: toninociuffini@warwickshire.gov.uk

Law and Governance

Head of Service - Greta Needham

The service plays a fundamental role in ensuring the council operates within the law and to the standards expected of a public organisation.

Key services are:

- Legal Services providing in-house legal advice as well as support to public sector partners.
- Democratic Services management of democratic bodies, member development, elections, and specific support to the Chair of the Council and the Lord Lieutenant.
- · Risk and Assurance Services
- · Insurance Cover and Claims Handling
- Schools Governance strengthening relationships between school governing bodies and the local authority.

Tel: 01926 412319

Email: gretaneedham@warwickshire.gov.uk



Tonino Ciufini



Greta Needham

Service Improvement and Change

Head of Service- Phil Evans

The service supports the organisation in delivering its ambitions and key outcomes by ensuring there is an effective accountability framework in place that demonstrates we are delivering on our agreed outcomes.

The service includes:

- · Transformation and change management
- Planning, Performance and Business Improvement
- Warwickshire Observatory providing key
- Information and analysis, such as the 'Quality of Life'
- · Sub-regional joint programme
- · Commercial Enterprise
- · Development and Support

Tel: 01926 412293

Email: philevans@warwickshire.gov.uk

Physical Assets

Head of Service - Steve Smith

The key role of the service is the management, investment and operation of the Council's land and property portfolio to ensure they support the Council's needs. We also provide a significant traded service to schools across the county.

The service is organised into five groups:

- Asset Strategy
- Estates and Smallholdings
- Construction Services
- Facilities Management
- Programme Management

Tel: 01926 412352

Email: stevesmithps@warwickshire.gov.uk



Phil Evans



Steve Smith

Member Induction Programme 2013

As you will still be finding your way for a few weeks we have not required you to formally notify us that you will be attending the sessions in May. However, from around the end of May you will be asked to confirm you intention to attend a particular session. This is to allow us to plan the events properly.

Please note the compulsory sessions highlighted in RED

1. Identifying Councillor IT requirements

Simon Hill, ICT Business Liaison Manager, will be available prior and during the Welcome to Warwickshire reception to discuss your individual requirements.

Please book with Simon on Tel: 01926 412399

Simon Hill, ICT Business Liaison Manager

Date: 9 May 2013
Time: (individual slots)
Venue: Ante-chamber, Shire

2. Tea-time reception

An opportunity for new and returning members to meet each other and senior officers. To include a brief introductory talk from Jim Graham, WCC Chief Executive.

Date: 9 May 2013 **Time:** 16:30 – 19:30

Venue: Ante-chamber, Shire

Hall

3. Code of Conduct and Member Expenses

This also provides an opportunity to seek advice regarding completion of your declaration of pecuniary interest form.

Greta Needham, Head of Law &Governance **Jane Pollard**, Corporate Legal Services Manager **John Betts**, Head of Corporate Finance **Date:** 14 May **Time:** 17:30-19:00

Venue: Committee Room 2.

Shire Hall

*Compulsory for all new

members*

4. Introduction to Planning

This session will also be useful for anyone wanting an introduction to how the planning system works, who does what, and how to make and influence planning decisions.

lan Marriott, Community & Environment Legal Services Manager Jasbir Kaur. Strategic Planning and Development Manager lan Grace, Principal Planner

Date: 23 May **Time:** 13:30 - 15:30

Venue: Committee Room 2,

Shire Hall

*Compulsory for new members of the Regulatory

Committee*

5. People Group Briefing

An introduction to the services within the People Group and highlighting achievements and challenges.

Wendy Fabbro, People Group Strategic Director

Date: 28 May **Time:** 14:00 - 17:00

Venue: Committee Room 2,

Shire Hall

6. Resources Group Briefing

An introduction to the services within the Resources Group - highlighting achievements and challenges.

David Carter, Resources Group Strategic Director

Date: 30 May
Time: 15:30 - 17:30
(on the rising of Cabinet)
Venue: Committee Room 2.

Shire Hall

7. Equality and Diversity

Compulsory for all new members

This session will introduce members to individual and corporate duties and responsibilities.

Minakshee Patel, Corporate Equalities & Diversity Advisor

Date: 4 June

Time: 14:00 - 16:00

Venue: Committee Room 2

8. Communities Group Briefing

An introduction to the services within the Communities Group and highlighting achievements and challenges.

Monica Fogarty, Communities Group Strategic Director

Date: 6 June

Time: 14:00 - 17:00

Venue: Committee Room 2,

Shire Hall

9. Fire and Rescue Briefing

An introduction to the Fire and Rescue Service, highlighting achievements and challenges

County Fire Officer, Fire & Rescue

Date: 10 June Time: 14:00 - 17:00 Venue: Fire HQ, Leamington Spa

10. The 21st Century Councillor

To consider how the role of Local Government and role of the Councillor is changing.

Simon Parker, Director of the New Local Government Network

Date: 13 June **Time:** 14:00 -16:00

Venue: Committee Room 2,

Shire Hall

11. Representing your Community

To consider your community role (including working with local forums). This is an opportunity for returning members to share their experience and practical tips.

Dan Green, Localities and Partnerships Officer

Date: 27 June **Time:** 15:00 - 17:00

Venue: Committee Room 2,

Shire Hall

12. Democratic and Corporate Processes

An introduction to the key democratic processes and the decision making process.

David Carter, Resources Strategic Director **Janet Purcell**, Democratic Services Manager

Date: 3 July

Time: 14:00 – 16:00

Venue: Committee Room 2,

Shire Hall

13. Local Government Finance

An overview of local government finance and the processes that lead up to budget setting.

John Betts, Head of Corporate Finance
Virginia Rennie, Group Accountant Budget & Technical

Date: 11 July **Time:** 17:30 -19:30

Venue: Committee Room 2.

Shire Hall

14. A New Commercialism for WCC

A session exploring how local authority services will be delivered in the future.

Phil Evans, Head of Service Improvement & Change Management **Craig Cusack**, Commercial Enterprise Lead

Date: 17 July **Time:** 10:00 - 12:00

Venue: Committee Room 2,

Shire Hall

15. Performance Management

How to interpret and utilise performance data

Phil Evans, Head of Service Improvement & Change Management **Tricia Morrison**, Corporate Planning Manager

Date: 25 July

Time: 14:00 – 16:00

Venue: Committee Room 2,

Shire Hall

Member Development Programme 2013

16. Chairing Skills

The skills required to Chair a meeting

Alex Sangster, Independent provider

Date: 3 September **Time:** 14:00 - 16:00

Venue: Committee Room 2,

Shire Hall, Warwick

17. Strategic Commissioning

The role of Strategic Commissioning in transforming services and progress of the programme to date.

Phil Evans, Head of Service Improvement & Change Management

Date: 12 September **Time:** 16:30 - 18:00

Venue: Committee Room 2,

Shire Hall, Warwick

18. The Social Care and Health Landscape

An outline of the recent changes in social care health and the future direction for Warwickshire.

Wendy Fabbro, People Group Strategic Director Monica Fogarty, Communities Group Strategic Director John Linanne, Director of Public Health **Date:** 26 September **Time:** 14:00-17:00

Venue: Committee Room 2,

Shire Hall, Warwick

19. Overview and Scrutiny Skills

To consider the key skills required for effective overview and scrutiny.

Alex Sangster, Independent provider

Date: 7 October **Time:** 14:00 - 16:00

Venue: Committee Room 2,

Shire Hall, Warwick

20. Social media

New ways of communicating.

Jack Linstead, Communications Officer

Date: 24 October **Time:** 14:00 - 16:00

Venue: Committee Room 2.

Shire Hall, Warwick

21. Health and Safety and Personal Safety

Corporate and personal duties and responsibilities.

Ruth Wilkinson, County Health, Safety & Wellbeing Manager

Date: 4 November **Time:** 17:30 - 19:00

Venue: Committee Room 2,

Shire Hall, Warwick

22. Corporate Parenting and Safeguarding

The Council's role in providing for looked after and vulnerable people

Wendy Fabbro, People Group Strategic Director

Date: 4 December **Time:** 14:00 - 16:00

Venue: Committee Room 2,

Shire Hall, Warwick

Useful Contacts

General Enquiries

Call the switchboard on Tel: 01926 410410

Computer problems

Call the ICT Help Desk on Tel: (01926) 414141

Expenses

For general enquiries about what you can claim, call Janet Purcell, Democratic Services Manager on **Tel:** (01926) 413716

For questions about individual payments call Ian Ward in Payroll:

Tel: (01926) 412462

Parking

You can use Barrack Street car park located behind Shire Hall (CV34 4TH). Places are reserved for members by officers when meetings are arranged by them.

If you wish to park at other times you should advise Facilities Services on:

Tel: 01926 412212

Post

Post is despatched to Councillors daily from Shire Hall. The group rooms have out-trays for your post to officers.

General enquiries should be made to Facilities Services, Neil Teago

Tel: 01926 412212

Enquiries regarding agendas for meetings should be made to Democratic Services:

Tel: 01926 413747

Shire Hall Caretakers

Daytime **Tel: 01926 736331**Out of hours **Tel: 07771 552220**

Fire alarm tests take place from 9am every Tuesday in Shire Hall. If there is a fire alarm please vacate the building to the meeting point in Market Square.

Catering

Tea and coffee is available on meeting days and lunch is provided on days of full Council.

For catering gueries contact Judge's House:

Tel: 01926 412133