

Start time		Duration	Officers	Location
<u>9:00 arrival for a 9:15 start</u> Tea and coffee on arrival – run through housekeeping (fire exits etc.)				
9:15	Chief Executive welcome - Chamber	15 mins	Chief Executive	Chamber
9.30	Being a Councillor – Training, Support and Discretionary Grants Training/support offered by Dem Services as well as intro from a current or past Cllr Casework	1 hr	Dem Services / Trevor Holt Casework Officers	Chamber
10:30	Coffee break/tour of meeting rooms	15 mins	-	Chamber
10:45	Code of Conduct/ Sign Declaration of Acceptance, fill out Register of Interest, and complete/hand in forms	1.30hr		Chamber
12:15	Lunch with Mayor, Chief Executive and Exec Directors	1hr	Jacqui Dennis	Parlour
1.15	IT introduction Collect laptops	15 mins	IT Support Officer/ Democratic Services	Irwell Room
1.30	ID Badges		Dem Services	Post Room
<u>Aiming to finish by 1.45</u>				

****NB Plan dependent on number of expected Councillors****