

LINCOLNSHIRE COUNTY COUNCIL

DRAFT ELECTED MEMBER INDUCTION PROGRAMME MAY/JUNE 2025

All newly Elected Members and returning Elected Members of Lincolnshire County Council have access to an induction programme which will provide them with the necessary paperwork, resources, knowledge and tools to begin their terms of office. The Council has determined that the induction programme will contain information, guidance and support that is essential for newly elected Members and serves as an opportunity for returning Members to complete their mandatory training requirements.

The Induction will take place between 6th May 2025 and 30th June 2025, and will offer some opportunities for remote attendance, as well as recognising that this is a perfect opportunity for Members to network with key staff members who will support them through their terms of office.

Key:

Mandatory Training for All Members	
Mandatory Training for Newly Elected Members	
Essential Training for All Members	
Optional Training for Newly Elected Members	
Committee Specific Training	
Council /Committee Meeting	

1. Welcome Days

On Tuesday 6th May and Wednesday 7th May 2025 the Corporate Leadership Team and Democratic Services will welcome all LCC Members to County Offices to complete essential paperwork and issue you with the resources you need to commence your role. You only need to attend ONE day.

6 TH MAY 2025	
1PM – Welcome and Introductions (Chamber)	
1.30PM – Tour of County Offices (Cttee Room 2)	Member Headshots (Chairman’s Office)
2.30pm - IT Demonstration (Chamber)	Signing Declaration of Office (Member’s Foyer)
3PM – Tour of County Offices (Cttee Room 2)	IT Collection and Set Up (Cttee Room 3)
3.30pm - IT Demonstration (Chamber)	Completing Essential Forms and Assigning Buddies (Cttee Room 1)
	Creating a Personalised Induction Plan (Cttee Room 1)

OR

7 th MAY 2025	
10AM – Welcome and Introductions (Chamber)	
10.30PM – Tour of County Offices (Cttee Room 2)	Member Headshots (Chairman’s Office)
11.30pm - IT Demonstration (Chamber)	Signing Declaration of Office (Member’s Foyer)
12PM – Tour of County Offices (Cttee Room 2)	IT Collection and Set Up (Cttee Room 3)
12.30pm - IT Demonstration (Chamber)	Completing Essential Forms and Assigning Buddies (Cttee Room 1)
	Creating a Personalised Induction Plan (Cttee Room 1)

2. DRAFT Induction Programme and Initial Committee Timetable

WEEK ONE				
MONDAY 5 TH MAY	TUESDAY 6 TH MAY	WEDNESDAY 7 TH MAY	THURSDAY 8 TH MAY	FRIDAY 9 TH MAY
BANK HOLIDAY	MEMBER WELCOME DAY 1 1-4PM MEMBER SUITES, COUNTY OFFICES	MEMBER WELCOME DAY 2 10-2PM MEMBER SUITES, COUNTY OFFICES	1 ROLE AND RESPONSIBILITIES OF ELECTED MEMBERS AND THE COMMITTEE STRUCTURE 2-4 COUNCIL CHAMBER, COUNTY OFFICES	1 ROLE AND RESPONSIBILITIES OF ELECTED MEMBERS AND THE COMMITTEE STRUCTURE 10-12 REMOTE BY TEAMS 2 DECISION MAKING AND HOW MEETINGS OPERATE 2-4 COUNCIL CHAMBER, COUNTY OFFICES
WEEK TWO				
MONDAY 12 TH MAY	TUESDAY 13 TH MAY	WEDNESDAY 14 TH MAY	THURSDAY 15 TH MAY	FRIDAY 16 TH MAY
2 DECISION MAKING AND HOW MEETINGS OPERATE 4-6 COUNCIL CHAMBER, COUNTY OFFICES	3 REPRESENTING YOUR AREA 10-12 REMOTE BY TEAMS 4 REPRESENTING YOUR RESIDENTS 3.30-5.30PM REMOTE BY TEAMS	5 CODE OF CONDUCT 1-3PM COUNCIL CHAMBER COUNTY OFFICES 3 REPRESENTING YOUR AREA 3.30-5.30PM REMOTE BY TEAMS	NO MEETINGS OR TRAINING	5 CODE OF CONDUCT 10-12PM COUNCIL CHAMBER COUNTY OFFICES 6 MEMBER SAFETY 1-3PM COUNCIL CHAMBER COUNTY OFFICES

WEEK THREE				
MONDAY 19 TH MAY	TUESDAY 20 TH MAY	WEDNESDAY 21 ST MAY	THURSDAY 22 ND MAY	FRIDAY 23 RD MAY
7 LOCAL GOVERNMENT FINANCE AND ALLOWANCES 11.30-1.30PM COUNCIL CHAMBER COUNTY OFFICES	8 PREVENT AND SAFEGUARDING 1PM - 2.30PM COUNCIL CHAMBER COUNTY OFFICES	4 REPRESENTING YOUR RESIDENTS 9-10.30 REMOTE BY TEAMS	NO MEETINGS OR TRAINING	COUNTY COUNCIL 10.30AM COUNCIL CHAMBER, COUNTY OFFICES
6 MEMBER SAFETY 4.30-6.30PM REMOTE BY TEAMS	7 LOCAL GOVERNMENT FINANCE AND ALLOWANCES 3PM-5PM COUNCIL CHAMBER COUNTY OFFICES	5 CODE OF CONDUCT 12-12PM REMOTE BY TEAMS		
WEEK FOUR				
MONDAY 26 TH MAY	TUESDAY 27 TH MAY	WEDNESDAY 28 TH MAY	THURSDAY 29 TH MAY	FRIDAY 30 TH MAY
BANK HOLIDAY	10 ADULT'S DIRECTORATE 11.30-1 REMOTE BY TEAMS	10 ADULT'S DIRECTORATE 10-11.30AM REMOTE BY TEAMS	OSMB 10AM COUNCIL CHAMBER, COUNTY OFFICES	9 REGULATORY CHAIRS 10.30-12.30 SCRUTINY CHAIRS 10.30-2
	6 MEMBER SAFETY 4-6PM REMOTE BY TEAMS	8 PREVENT AND SAFEGUARDING 4PM - 5.30PM REMOTE BY TEAMS	11 PLACE DIRECTORATE 3.30-5PM REMOTE BY TEAMS	12 RESOURCES DIRECTORATE 3.30-5PM REMOTE BY TEAMS

WEEK FIVE				
MONDAY 2 ND JUNE	TUESDAY 3 RD JUNE	WEDNESDAY 4 TH JUNE	THURSDAY 5 TH JUNE	FRIDAY 6 TH JUNE
AUDIT COMMITTEE TRAINING 1.30-3PM REMOTE BY TEAMS	EXECUTIVE 10.30AM COMMITTEE ROOM 1 COUNTY OFFICES	ADULTS AND COMMUNITY WELLBEING SCRUTINY COMMITTEE 10AM COUNCIL CHAMBER, COUNTY OFFICES	PLANNING COMMITTEE TRAINING 2-4PM REMOTE BY TEAMS	POLICE AND CRIME PANEL 11AM COMMITTEE ROOM 1 COUNTY OFFICES
	13 CHILDREN'S DIRECTORATE 2.30-4PM REMOTE BY TEAMS	12 RESOURCES DIRECTORATE 2.30-4PM REMOTE BY TEAMS		13 CHILDREN'S DIRECTORATE 2-3.30pm REMOTE BY TEAMS
WEEK SIX				
MONDAY 9 TH JUNE	TUESDAY 10 TH JUNE	WEDNESDAY 11 TH JUNE	THURSDAY 12 TH JUNE	FRIDAY 13 TH JUNE
PLANNING COMMITTEE TRAINING 9.30-10.30	ENVIRONMENT AND ECONOMY COMMITTEE 10AM COUNCIL CHAMBER, COUNTY OFFICES	HEALTH SCRUTINY COMMITTEE 10AM COUNCIL CHAMBER, COUNTY OFFICES	PENSIONS COMMITTEE TRAINING 10-4	CHILDREN AND YOUNG PEOPLE'S SCRUTINY COMMITTEE 10AM COUNCIL CHAMBER, COUNTY OFFICES
PLANNING AND REGULATION COMMITTEE 10.30AM COUNCIL CHAMBER, COUNTY OFFICES		11 PLACE DIRECTORATE 3.30-5PM REMOTE BY TEAMS		

WEEK SEVEN				
MONDAY 16 TH JUNE	TUESDAY 17 TH JUNE	WEDNESDAY 18 TH JUNE	THURSDAY 19 TH JUNE	FRIDAY 20 TH JUNE
AUDIT COMMITTEE TRAINING 9.00-10.00	PUBLIC PROTECTION SCRUTINY COMMITTEE 10AM COUNCIL CHAMBER, COUNTY OFFICES	LINCOLNSHIRE SHOW	LINCOLNSHIRE SHOW	14: FIRE DIRECTORATE 11.30-1 REMOTE BY TEAMS
AUDIT COMMITTEE 10AM COUNCIL CHAMBER, COUNTY OFFICES				
WEEK EIGHT				
MONDAY 23 RD JUNE	TUESDAY 24 TH JUNE	WEDNESDAY 25 TH JUNE	THURSDAY 26 TH JUNE	FRIDAY 27 TH JUNE
HIGHWAYS AND TRANSPORT SCRUTINY COMMITTEE 10AM COUNCIL CHAMBER, COUNTY OFFICES	HEALTH AND WELLBEING BOARD ICP 2PM COMMITTEE ROOM 1 COUNTY OFFICES	NO MEETINGS OR TRAINING	OSMB 10AM COUNCIL CHAMBER, COUNTY OFFICES	FLOOD AND WATER MANAGEMENT SCRUTINY COMMITTEE 10AM COUNCIL CHAMBER, COUNTY OFFICES
14: FIRE DIRECTORATE 3-4.30PM REMOTE BY TEAMS				