

## MEMBER INDUCTION PROGRAMME 2017

### MEMBERS' CODE OF CONDUCT - WORKSHOP FOR COMMUNITY COUNCILLORS

### Scheduling Form

Please use this form to tell us whether you and members of your Council are available for:

- (i) a Clerks Pre-Meeting (1 hour), followed by
- (ii) a Code of Conduct Workshop (1 hour, for Community Councillors and Clerks)

on any of the following dates and times:

DATE	TIMES	AVAILABILITY Yes/No; and How many Councillors for Workshop?
7 <sup>th</sup> August	2pm Clerks Pre-Meeting	
	3pm Workshop	
9 <sup>th</sup> August	2pm Clerks Pre-Meeting	
	3pm Workshop	
16 <sup>th</sup> August	2pm Clerks Pre-Meeting	
	3pm Workshop	
21 <sup>st</sup> August	2pm Clerks Pre-Meeting	
	3pm Workshop	
23 <sup>rd</sup> August	3pm Clerks Pre-Meeting	
	4pm Workshop	

**Please note: We will select 2 of the above dates (only) when most people are available.**

Community Council:

Name of Clerk:

Any suggested items for discussion at Clerks Pre-Meeting:

Any particular issues of concern in relation to Members' Code of Conduct:

**PLEASE RETURN COMPLETED FORM TO:** Gill Nurton, Committee & Members Services Manager, Cardiff Council, Room 286 County Hall, Atlantic Wharf, Cardiff CF10 4UW or by email to: [G.Nurton@cardiff.gov.uk](mailto:G.Nurton@cardiff.gov.uk) **TO REACH US BY NO LATER THAN FRIDAY 28 JULY 2017**