

DRAFT SCHEDULE OF EVENTS – The Gravesham Youth Democracy Group - Local Councillor
Shadowing Award 2020

Date	Detail of Event	Action to be Taken	Action By/In Attendance	Estimated Hours Spent
07 January 2020	<p align="center">Introduction to the Award – 4pm – 6pm</p> <p>Welcome, Arrival, Sign-in and Admin Introduction to Programme Speech from the Leader/Lead Member for Youth Development Introduction to how the Council Operates, Council Functions, Role of Central Government and Local Parish Councils</p>	<ul style="list-style-type: none"> • All consent forms must be collected by or on this day • The meeting could potentially follow the idea of a ‘speed meeting’ arrangement. Each Councillor taking part will be sat at a table and the participants will have a certain amount of time to talk to each one before a buzzer moves them onto the next Councillor • From their contact details, we will work out what ward each of the participants live in and will introduce them to their Ward Councillors. • A buffet dinner will be provided 	<p align="center">Leader/Cllr Mochrie-Cox Jackie Coupar Ben Clarke Simon Walsh Carlie Simmonds</p>	<p align="center">2 Hours</p>
08 January 2020	<p>18:30pm – An introduction to Regulatory Board</p> <p>19:00pm – Regulatory Board</p>	<ul style="list-style-type: none"> • A 30 minute introduction/briefing on Planning and the purpose of the Regulatory Board will be given to the participants by the lead officer (Wendy Lane) 	<p align="center">Wendy Lane Lauren Wallis</p>	<p align="center">1:30 Hours</p>
	<p>16:00pm – 17:30pm – Workshop</p>	<ul style="list-style-type: none"> • The participants will be able to talk to the Councillors about things that they have learned during the scheme and ask them 		

28 January 2020	Evening with Councillors and a visit from the Mayor	<p>questions about areas they have acquired interest in. They can also use this time to work with the Councillors to fill their logbooks in</p> <ul style="list-style-type: none"> • A buffet dinner will be provided 	The Mayor Committee Officer	1:30 Hours
03 February 2020	<p>19:00pm – An introduction to The Cabinet</p> <p>19:30pm – Cabinet Meeting</p>	<ul style="list-style-type: none"> • A 30 minute introduction/briefing on the powers of Cabinet and their decision making capability • Introduction from Cllr John Burden/Simon Walsh/Carlie Simmonds 	Simon Walsh/Carlie Simmonds	1:30 Hours
06 February 2020	<p>19:00pm – An introduction to the Community & Leisure Cabinet</p> <p>19:30m – Community & Leisure Cabinet Committee</p>	<ul style="list-style-type: none"> • A 30 minute introduction/briefing on the purpose of the Cabinet Committee and the areas that the Committee focuses on • Presentation from Simon Hookway/Cllr Mochrie-Cox • This meeting will be advertised as the meeting where they can have their voices heard • A large room layout will be used and name plates will be created for each participant • The Chair will invite the participants to contribute at the meeting 	Simon Hookway Cllr Mochrie-Cox	1:30 Hours
13 February 2020	<p>19:00pm – An introduction to the Overview Scrutiny</p> <p>19:30pm – Overview Scrutiny</p>	<ul style="list-style-type: none"> • A 30 minute introduction/briefing on the powers of Overview Scrutiny and their role within Local Government from Cllr Meade. 	Cllr Jordan Meade	1:30 Hours

25 February 2020	<p>19:00pm – A brief introduction on Full Council</p> <p>19:30pm – Full Council Meeting</p>	<ul style="list-style-type: none"> • A brief introduction on Full Council • Short discussion on the importance of the meeting as it will be dealing with the budget setting for the financial year • Presentation from Simon Walsh/Carlie Simmonds 	Simon Walsh/Carlie Simmonds	2 Hours
<p>09, 10, 11, 16 and 17 March 2020</p> <p>TBC pending response from Parliament</p>	<p>Story of Parliament Tour (90 Minutes)</p> <p>Late Morning Session</p>	<ul style="list-style-type: none"> • Tours are free of charge and suitable for students aged 6-18. <p>Story of Parliament would be a suitable tour and although it is a school only tour, the Programme would still be eligible as they are of school age.</p> <p>The tour starts with a 15 minute 360 degree high production film taking you through key events in the changing history of UK Parliament.</p> <p>The group will then explore the Palace of Westminster, learning about the work of Parliament today. Parliament is a working building and access to different parts of the Palace of Westminster, as part of your tour, will vary due to Parliamentary business.</p> <p>The tour will give visitors the opportunity to reflect on what UK Parliament of the future might look like and their relationship to that change.</p> <p>https://www.parliament.uk/education/visit-parliament-with-your-school/introduction-to-parliament/</p>		1:30 Hours
End of February	Moderation	<ul style="list-style-type: none"> • Logbooks sent off to the British Youth Council for moderation. 		

May 2020	19:30pm – Annual Council	<ul style="list-style-type: none"> During the Awards segment of the evening, the Scheme will receive an introduction from the Chief Executive and then all the participants would collect their certificates on stage with a photo of them and the Councillors that took part in the scheme 		
June/July 2019	Feedback report brought to Management Team.		Simon Walsh Ben Clarke	

<https://www.parliament.uk/education/teaching-resources-lesson-plans/your-uk-parliament-essentials-guide/> Free Parliament Tour guide to download and print for the students