

## **Events and Information for Members**

### **Member Briefings- future dates as follows**

<b>Date</b>	<b>Time</b>	<b>Venue</b>	<b>Topic</b>	<b>Contact Officer</b>
6 Dec 2016	10.00-12.00	Mezz 3	Disability Awareness	Korinne Leney
1 Dec 2016	14.00-15.00	Judges Lodgings, Room 8	Commercialisation and Shared Services	Reece Bowman
8 Dec 2016	10.00-12.00	Mezz 2	Safer Bucks Plan priorities 2016/17	Cath Marriott
8 Dec 2016	12.00-13.00	Mezz 2	Member briefing - brainstorm session on the digital support to be offered to Members post May 17 elections	Matthew Cain

### **Staff changes within Member Services**

We are happy to announce two new members of staff, Rachel Bennet and Kristi Bhanja, joined Member Services on 14 November as Committee Assistants. Both have worked within BCC for many years and we are confident they will be great assets going forward. Thanks to all for the support you have provided during the transition stage whilst we have recruited to the vacant posts.

### **Payroll deadlines for Christmas Period**

Due to the Christmas period Payroll will be closing early in December. Completed forms therefore should be submitted by close of play 30 November, to ensure they are processed and paid in December. To advise claims submitted after 30 November will be processed, however payment will not be made until the end of January 2017.

All Community Leaders Funds payments are required to be identified by the end of December 2016. For more details please contact Helen Bennion, ext 3676

### **Mezzanine Refurb update**

The refurbishment works on the Mezzanine floor began earlier this month, with scaffolding being erected in preparation for new windows being installed. These works are due to take place out of hours to avoid disruption to Council business during this initial stage. From January 2017 it is planned that the Mezzanine floor will be "out of action", subsequently all Member meetings have been rehoused to the Large Dining Room, Judges Lodgings January to April. For regular updates please visit Members Zone of the link below <https://intranet.buckscc.gov.uk/how-do-i/building-and-facilities/mezz-floor-refurbishment/>

### **Member Zone**

This area is a one-stop-shop for Members where information can be accessed on:

- **Digital & ICT Support**
- **Hot Topics**
- **Forms & Contacts**
- **Meetings & Decisions**
- **Member Briefings**
- **Communications**

We welcome you visiting the pages, should you have any feedback or suggestions please contact Nichola Beagle [nibeagle@buckscc.gov.uk](mailto:nibeagle@buckscc.gov.uk)