

## Proposed Councillor Induction Training Programme 2017

| Day | Date | Time | Location | Event                                                                                                                                                                  | Officer                               |
|-----|------|------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
|     |      |      |          | <b>Signing Acceptance of Office</b><br><i>Cllrs MUST sign their Acceptance of Office prior to them commencing as a Councillor</i>                                      | Chief Executive                       |
|     |      |      |          | <b>Councillor Photographs for ID cards</b><br><i>Cllrs will need their ID cards in order to obtain access to certain areas within the Guildhall &amp; Civic Centre</i> | Council Photographer                  |
|     |      |      |          | <b>Allocation of Liaison Officer</b><br><i>Councillors will be allocated a Democratic Services Officer as their Single Point of Contact</i>                            | Head of Democratic Services           |
|     |      |      |          | <b>Presentation by Chief Officers</b>                                                                                                                                  | Chief Executive & Corporate Directors |
|     |      |      |          | <b>Council / Cabinet (Executive) Functions</b><br><i>20 Minute Presentation on the Functions of Council / Cabinet</i>                                                  | Monitoring Officer                    |
|     |      |      |          | <b>Introduction to Code of Conduct &amp; Standards</b><br><i>Compulsory</i>                                                                                            | Monitoring Officer                    |
|     |      |      |          | <b>Interests, Gifts &amp; Hospitality including Public Services Ombudsman for Wales (PSOW) Guidance</b><br><i>Compulsory</i>                                           | Monitoring Officer                    |
|     |      |      |          | <b>Council Constitution (General) &amp; Council Procedure Rules, Etiquette and Behaviour etc.</b>                                                                      |                                       |
|     |      |      |          | <b>Good Decision Making / Bias / Pre-determination &amp; Rules of Natural Justice</b><br><i>Compulsory</i>                                                             |                                       |
|     |      |      |          | <b>Rules of Debate</b><br><i>Compulsory</i>                                                                                                                            |                                       |
|     |      |      |          | <b>Introduction to Scrutiny</b>                                                                                                                                        | Scrutiny Manager                      |
|     |      |      |          | <b>Councillors Handbook &amp; Allowances</b>                                                                                                                           | Head of Democratic Services           |
|     |      |      |          | <b>Councillors ICT</b><br><i>To include advice &amp; guidance on Councillor ICT</i>                                                                                    | ICT Strategic Performance Manager     |

## Proposed Councillor Induction Training Programme 2017

| Day | Date | Time | Location | Event                                                                                                                                                             | Officer                                                             |
|-----|------|------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
|     |      |      |          | <b>Licensing Training</b><br><i>Compulsory for those on Licensing Committee</i>                                                                                   | Legal Officer & Licensing Officer                                   |
|     |      |      |          | <b>Audit Committee Training</b><br><i>Compulsory for those on Audit Committee</i>                                                                                 | Chief Auditor                                                       |
|     |      |      |          | <b>Planning Committee Training</b><br><i>Compulsory for those on Planning Committee</i>                                                                           | Planning Control Manager                                            |
|     |      |      |          | <b>How to Chair a Meeting Training</b><br><i>Only for Chairs of Committees but not Scrutiny Chairs</i>                                                            | WLGA?                                                               |
|     |      |      |          | <b>Chairing Training for Chairs of Scrutiny.</b><br><i>Compulsory for all members that Chair Scrutiny Committees &amp; Scrutiny Inquiry Panels/Working Groups</i> | WLGA?                                                               |
|     |      |      |          | <b>Disciplinary &amp; Disciplinary Investigation Training</b><br><i>Compulsory for all members of the Appeals &amp; Awards Committee.</i>                         | Monitoring Officer                                                  |
|     |      |      |          | <b>Rights of Way &amp; Commons &amp; Village Green Status Training</b><br><i>Compulsory for all members of the Planning Committee</i>                             | Legal Officer                                                       |
|     |      |      |          | <b>Local Authority (LA) Governor Panel Training</b><br><i>Training will be provided at commencement of the 1<sup>st</sup> LA Governor Panel meeting</i>           | Legal Officer                                                       |
|     |      |      |          | <b>Corporate Parenting Training</b><br><i>Compulsory</i>                                                                                                          | TBC                                                                 |
|     |      |      |          | <b>Equalities / Welsh Language Training</b>                                                                                                                       | Policy Development Officer (Equalities) & 50+ Strategy Co-ordinator |
|     |      |      |          | <b>Social Inclusion / Tackling Poverty Training</b>                                                                                                               | Tackling Poverty Manager                                            |
|     |      |      |          | <b>Regional Induction workshops for new Councillors (if available)</b>                                                                                            | WLGA                                                                |

## Proposed Councillor Induction Training Programme 2017

| Day | Date | Time | Location | Event                                                                                                                                 | Officer                                                                                               |
|-----|------|------|----------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
|     |      |      |          | <b>Safeguarding Adults Training</b><br><i>Compulsory</i>                                                                              | Senior OD<br>Officer/Corporate<br>Training<br>Lead & Social<br>Services Policy<br>Development Officer |
|     |      |      |          | <b>Safeguarding and Protection of Children Training</b><br><i>Compulsory</i>                                                          | Senior OD<br>Officer/Corporate<br>Training<br>Lead & Social<br>Services Policy<br>Development Officer |
|     |      |      |          | <b>Recruitment &amp; Selection Training</b><br><i>Compulsory for all members of the Appointments Committee</i>                        | Head of Human<br>Resources                                                                            |
|     |      |      |          | <b>Data Protection Training</b><br><i>Compulsory</i>                                                                                  | Legal Officer                                                                                         |
|     |      |      |          | <b>Scrutiny Questioning Skills</b><br><i>Compulsory for all members on Scrutiny Programme<br/>Committee / Scrutiny Inquiry Panels</i> | WLGA?                                                                                                 |
|     |      |      |          | <b>Children's Rights (UNCRC)</b>                                                                                                      | Poverty & Prevention<br>Participation worker                                                          |
|     |      |      |          | <b>Domestic Abuse</b>                                                                                                                 | Domestic Abuse and<br>Sexual Violence<br>Strategy Co-<br>ordinator                                    |

Please note you will be assigned to certain Committees at the Annual Council Meeting which is being held on XX May 2017.