

Appendix B

Councillor Market Place Event – Thursday, 11 May 2017 Venue Council Chamber & George Hall, Guildhall

Dear Councillor

Congratulations on your election to the Council of the City and County of Swansea.

As part of the induction programme for Councillors, an event has been scheduled for **Thursday, 11 May 2017 between 09.15 and 15.30**. Please make every effort to attend, as the training covered will assist you in your role as a Councillor.

Time	Topic	Speaker
09.15	Cllrs to Browse Stalls	N/A
10.00	Introduction to Council	Phil Roberts
10.30	Presentation by Director of People	Chris Sivers
10.50	Break / Cllrs to Browse Stalls	N/A
11.20	Presentation by Director of Place	Martin Nicholls
11.40	Presentation by Director of Resources	Mike Hawes
12.00	Lunch / Cllrs to Browse Stalls.	N/A
12.45	Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee including Public Services Ombudsman for Wales (PSOW) Guidance (Use PSOW YouTube Video)	Tracey Meredith
13.45	Break	N/A
14.00	Introduction to Cllrs ICT	Sarah Caulkin / Huw Evans
15.00	Orientation - Tour of Guildhall (Chamber, Cttee Rooms, Key Offices, Brangwyn Bar, Toilets, Fire Escape)	Huw Evans
15.30	Close	

Note:

- 1) Refreshments / Lunch not provided. Cllrs to use of Frank's Bar, Kiosk etc.
- 2) Stalls to be set up in George Hall. Open from 09.15-12.45.
- 3) Presentations to be held in Council Chamber.
- 4) All presentations to be emailed to all Cllrs following event (if possible).