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Councillor Induction & Training Programme 2017/18					
	Date	Time	Topic	Venue	Lead Officer(s)
1	04/05/2017	Following Count results	Signing Acceptance of Office & Councillors Code of Conduct	Council Chamber, Guildhall	Phil Roberts Tracey Meredith Huw Evans
2			Distribute Welsh Local Government Association (WLGA) Councillors Guide		Huw Evans
3	08/05/2017	10.00-12.00 / 14.00-16.00	Photographs for Councillor ID Cards	Cabinet Meeting Room 2, Guildhall	Jason Rogers
	09/05 2017	10.00-12.00 / 14.00-16.00		Cabinet Meeting Room 1, Guildhall	
4			Allocation of Liaison Officer – DS Team		Huw Evans
5	11/05/2017	09.15-15.30	Market Place Event (See Appendix C for details)	George Hall / Council Chamber, Guildhall	Phil Roberts Mike Hawes Martin Nicholls Chris Sivers Sarah Caulkin Tracey Meredith Huw Evans
6	11/05/2017		Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee including Public Services Ombudsman for Wales (PSOW) Guidance (Use PSOW YouTube Video) (Compulsory)	Council Chamber, Guildhall	Tracey Meredith
7	16/05/2017	10.00-12.00	Local Government Finance	Council Chamber, Guildhall	Ben Smith
8	18/05/2017	14.00-16.00	Local Government Finance (For Councillors who missed the previous session)	Council Chamber, Guildhall	Ben Smith
9	19/05/2017	10.00-11.30	Good Decision Making / Bias / Pre-determination & Rules of Natural Justice (Compulsory)	Council Chamber, Guildhall	Peter Keith-Lucas
10	23/05/2017	15.00-17.00	Well-being of Future Generations Act Induction Workshop for Councillors	Committee Rooms 1 & 2, Civic Centre	Suzy Richards

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11	24/05/2017	13.30-15.00	Good Decision Making / Bias / Pre-determination & Rules of Natural Justice (For Councillors who missed the previous session) (Compulsory)	Council Chamber, Guildhall	Peter Keith-Lucas
12	01/06/2017	10.00-12.00	Well-being of Future Generations Act Induction Workshop for Councillors	Committee Rooms 1 & 2, Civic Centre	Suzy Richards
13	To be confirmed		Data Protection Training and FOI Training Cllrs as Data Controllers (ICO) (Compulsory)		Sarah Caulkin / Tracey Meredith. AWA e-learning
14	02/06/2017	10.00-12.30	Licensing Committee Training (Mandatory for Licensing Committee Members) (Councillors who miss this training will have to receive individual training from Officers) (Compulsory for Committee Members)	Council Chamber, Guildhall	Lyndsay Thomas (Legal) & Lynda Anthony (Licensing Officer)
15	02/06/2017	14.00-15.00	Licensing Committee Training - HMO / Street Trading (Mandatory for Licensing Committee Members) (Councillors who miss this training will have to receive individual training from Officers) (Compulsory for Committee Members)	Council Chamber, Guildhall	Paula Livingstone & Dave Picken
16	05/06/2017	10.00-12.00	Planning Committee Training (Mandatory for Planning Committee Members) (Councillors who miss this training will have to receive individual training from Officers) (Compulsory for Committee Members)	Council Chamber, Guildhall	Ryan Thomas
17	05/06/2017	14.00-15.00	Planning Committee Training - Rights of Way & Commons & Village Green Status Training (Mandatory for Planning Committee Members) (Councillors who miss this training will have to receive individual training from Officers) (Compulsory for Committee Members)	Council Chamber, Guildhall	Sandie Richards (Legal)
18	06/06/2017	09.45-10.00	Recruitment & Selection Training - Appointments Committee / Council (Compulsory for Committee Members)	Mansion House	Steve Rees
19	12/06/2017	14.00-15.00	Communications and Social Media	Council Chamber, Guildhall	Lee Wenham
20	12/06/2017	16.30-18.30	Introduction to Scrutiny & Scrutiny Questioning Skills (Compulsory for Committee Members)	Lord Mayors Reception Room	Dave McKenna Brij Madahar

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21	13/06/2017	10.30-12.00	Councillors Casework Management System (CCMS)	Council Chamber, Guildhall	Huw Evans Suzanne Mort
22	13/06/2017	14.00-17.00	Licensing Committee Training (For Councillors who missed the previous sessions) (Mandatory for Licensing Committee Members) (Compulsory for Committee Members)	Council Chamber, Guildhall	Lyndsay Thomas (Legal) & Lynda Anthony (Licensing Officer) Paula Livingstone & Dave Picken
23	14/06/2017	10.00-11.00	Cllrs Allowances and Independent Remuneration Panel for Wales (IRPW), Cllrs Self-Serve - Claims for Travel, Subsistence Allowances & Councillors Handbook	Council Chamber, Guildhall	Huw Evans
24	14/06/2017	15.00-16.00	Cllrs Allowances and Independent Remuneration Panel for Wales (IRPW), Cllrs Self-Serve - Claims for Travel, Subsistence Allowances & Councillors Handbook	Council Chamber, Guildhall	Huw Evans
25	15/06/2017	10.00-12.00	Introduction to Scrutiny & Scrutiny Questioning Skills (For Councillors who missed the previous session) (Compulsory for Committee Members)	Lord Mayors Reception Room	Dave McKenna Brij Madahar
26	19/06/2017	15.00-16.30	Councillors Casework Management System (CCMS) (For Councillors who missed the previous sessions)	Council Chamber, Guildhall	Huw Evans Suzanne Mort
27	20/06/2017	10.00-13.00	Children's Rights (UNCRC)	Council Chamber, Guildhall	Katie Spendiff
28	20/06/2017	13.30-14.00	Audit Committee Training (Compulsory for Committee Members) <ul style="list-style-type: none"> • Introduction to Audit Committee • Risk Management 	Committee Room 5, Guildhall	Chair of Audit Committee / Simon Cockings / Ben Smith
29	22/06/2017	13.00-13.45	Local Authority (LA) Governor Panel Training (Councillors who miss this training will have to receive individual training from Officers)	To be confirmed	Kathryn Thomas Stephanie Williams
30	26/06/2017	16.00-17.00	Communications and Social Media (For Councillors who missed the previous session)	Council Chamber, Guildhall	Lee Wenham
31	28/06/2017	09.00-11.00	Chairs Training for Council and Committees	Cabinet Conference Room	Ian Bottrill

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32	28/06/2017	17.00-18.00	Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee including Public Services Ombudsman for Wales (PSOW) Guidance) (Compulsory)	Council Chamber, Guildhall	Tracey Meredith Lucy Moore
33	29/06/2017	14.00-17.00	Children's Rights (UNCRC) (For Councillors who missed the previous session)	Council Chamber, Guildhall	Katie Spendiff
34	03/07/2017	15.00-16.30	Domestic Abuse Awareness (Compulsory)	Council Chamber, Guildhall	Ali Morris
35	10/07/2017	14.00-15.00	Dementia Awareness	Council Chamber, Civic Centre	Fiona Hughes
36	11/07/2017	14.00-15.00	Audit Committee Training (Compulsory for Committee Members) <ul style="list-style-type: none"> • CIPFA knowledge and skills framework 	Committee Room 2, Civic Centre	Amanda Thomas
37	12/07/2017	11.00-12.00	An Introduction to the Western Bay Programme	Council Chamber, Civic Centre	Sara Harvey Kirsty Roderick
38	17/07/2017	16.00-17.00	Dementia Awareness (For Councillors who missed the previous session)	Council Chamber, Guildhall	Fiona Hughes
39	18/07/2017	15.00-17.00	Equalities / Welsh Language Training	Council Chamber, Guildhall	Sherill Hopkins Phil Couch
40	19/07/2017	10.00-12.00	Scams Awareness Training	Council Chamber, Guildhall	Ray Foulston
41	19/07/2017	17.30-19.30	Scams Awareness Training	Council Chamber, Guildhall	Ray Foulston
42	21/07/2017	10.00-12.00	Safeguarding Adults Training (Compulsory)	Council Chamber, Guildhall	Alex Williams Ffion Larsen
43	24/07/2017	10.00-12.00	Safeguarding and Protection of Children Training (Compulsory)	Committee Rooms 1 & 2, Civic Centre	Vanessa Chambers
44	26/07/2017	10.00-12.00	Equalities / Welsh Language Training (For Councillors who missed the previous session)	Council Chamber, Guildhall	Sherill Hopkins Phil Couch
45	27/07/2017	15.30-16.30	Planning Training – All Councillors (In respect of planning applications referred to Council) (Councillors who miss this training will have to receive individual training from Officers)	Council Chamber, Guildhall	Ryan Thomas

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46	25/07/2017	15.00-16.00	An Introduction to the Western Bay Programme (For Councillors who missed the previous session)	Council Chamber, Guildhall	Sara Harvey Kirsty Roderick
47	31/07/2017	14:00-17:00	Corporate Parenting Training (Compulsory)	Committee Rooms 1 & 2, Civic Centre	Lynsley Haynes Foster
48	08/08/2017	10.00-12.00	Social Services and Well-being (Wales) Act	Council Chamber, Guildhall	David Howes Simon Jones Ffion Larsen
49	08/08/2017	14.00-16.00	Audit Committee Training (Compulsory for Committee Members) <ul style="list-style-type: none"> • Internal Audit • Governance 	Committee Room 5, Guildhall	Simon Cockings Tracey Meredith
50	29/08/2017	10.00-12.00	Safeguarding Adults Training (Compulsory) (For Councillors who missed the previous session)	Council Chamber, Guildhall	Alex Williams Ffion Larsen
51	30/08/2017	14.00-16.00	Safeguarding and Protection of Children Training (Compulsory) (For Councillors who missed the previous session)	Committee Room 1, Civic Centre	Vanessa Chambers
52	06/09/2017	10.30-12.00	Domestic Abuse Awareness (Compulsory) (For Councillors who missed the previous session)	Council Chamber, Guildhall	Ali Morris *****
53	12/09/2017	16.00-17.00	Extremism & Radicalisation	Council Chamber, Guildhall	Paul Thomas
54	19/09/2017	16.00-17.00	Extremism & Radicalisation (For Councillors who missed the previous session)	Council Chamber, Guildhall	Paul Thomas
55			Audit Committee Training (Compulsory for Committee Members) <ul style="list-style-type: none"> • External Audit 	Committee Room 5, Guildhall	Geraint Norman David Williams
56	26/09/2017	10.00-12.00	Social Services and Well-being (Wales) Act	Council Chamber, Guildhall	David Howes Simon Jones Ffion Larsen
57	16/10/2017	16.00-17.00	An Introduction to Education Consortia	Council Chamber, Guildhall	Helen Morgan-Rees
58	23/10/2017	10:00-13:00	Corporate Parenting Training (Compulsory) (For Councillors who missed the previous session)	Council Chamber, Guildhall	Teresa Mylan- Rees

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59	10/11/2017	9.30-16.00	Regional Induction workshops for new Councillors <i>WLGA 5 regional workshops: New Councillors New Challenges.</i> <i>To include:</i> <ul style="list-style-type: none"> • <i>Cabinet Secretary Mark Drakeford AM</i> • <i>Future Generations Commissioner Sophie Howe</i> • <i>WLGA Chief Executive Steve Thomas</i> • <i>Sessions on:</i> <ul style="list-style-type: none"> ○ <i>Key Behaviours for Successful Councillors</i> ○ <i>Digital Councillors</i> 	Swansea Marriott Hotel	WLGA
60	20/11/2017	16.00-18.00	Welfare / Citizens Advice Training	Council Chamber, Guildhall	Jane Storer / Jackie Preston
61	Prior to first committee meeting		Disciplinary & Disciplinary Investigation Training (Compulsory for Committee Members)		Steve Rees
62	To be confirmed		Social Inclusion / Tackling Poverty Training		Anthony Richards
63	To be confirmed		Member Led Authority		Ian Bottrill
64	To be confirmed		Prevention		Rachel Moxey

Note: Compulsory Training defined by Council on 28 January 2016