

Appendix 1

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	<b>Market Place Event</b> (See <b>Appendix C</b> 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) <b>(Compulsory)</b>	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 <b>(Compulsory)</b>	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

## Appendix 1

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) <b>(Compulsory)</b>	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) <b>(Compulsory)</b>		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) <b>(Compulsory for Committee Members)</b>	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) <b>(Compulsory for Committee Members)</b>	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) <b>(Compulsory for Committee Members)</b>	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) <b>(Compulsory for Committee Members)</b>	Council Chamber, Guildhall	Sandie Richards (Legal)
18	06/06/2017	09.45-10.00	Recruitment & Selection Training - Appointments Committee / Council <b>(Compulsory for Committee Members)</b>	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 <b>(Compulsory for Committee Members)</b>	Lord Mayors Reception Room	Dave McKenna Brij Madahar

## Appendix 1

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) <b>(Compulsory for Committee Members)</b>	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) <b>(Compulsory for Committee Members)</b>	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 <b>(Compulsory for Committee Members)</b> <ul style="list-style-type: none"> <li>• Introduction to Audit Committee</li> <li>• Risk Management</li> </ul>	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

## Appendix 1

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

## Appendix 1

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 <b>(Compulsory)</b>	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 <b>(Compulsory for Committee Members)</b> <ul style="list-style-type: none"> <li>• Internal Audit</li> <li>• Governance</li> </ul>	Committee Room 5, Guildhall	Simon Cockings Tracey Meredith
50	29/08/2017	10.00-12.00	Safeguarding Adults Training <b>(Compulsory)</b> (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 <b>(Compulsory)</b> (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 <b>(Compulsory)</b> (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 <b>(Compulsory for Committee Members)</b> <ul style="list-style-type: none"> <li>• External Audit</li> </ul>	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 <b>(Compulsory)</b> (For Councillors who missed the previous session)	Council Chamber, Guildhall	Teresa Mylan- Rees

## Appendix 1

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

**Note: Compulsory Training defined by Council on 28 January 2016**