

Councillor Market Place Event – Monday, 23 May 2022 Venue - Brangwyn Hall & Council Chamber, Guildhall

Dear Councillor,

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

As part of the induction programme for Councillors, an event has been scheduled for **Monday, 23rd May 2022 between 09.15 and 15.30**. Please make every effort to attend, as the training covered / information provided will assist you in your role as a Councillor.

Time	Topic	Speaker	Venue
09.15	Cllrs to Browse Departmental Stalls	N/A	Brangwyn Hall
10.00	Introduction to Council (Interim Chief Executive)	Martin Nicholls	Council Chamber
10.30	Presentation by Director of Finance	Ben Smith	Council Chamber
10.50	Break / Cllrs to Browse Stalls	N/A	Brangwyn Hall
11.30	Presentation by Interim Director of Place	Mark Wade	Council Chamber
11.50	Presentation by Deputy CEO / Director of Corporate Services	Adam Hill	Council Chamber
12.10	Lunch / Cllrs to Browse Stalls.	N/A	Brangwyn Hall
13.00	Presentation by Director of Social Services	Dave Howes	Council Chamber
13.20	Presentation by Director of Education	Helen Morgan-Rees	Council Chamber
13.45	Break	N/A	-
14.00	Presentation by Head of Digital and Customer Services & Head of Democratic Services. Introduction to Cllrs ICT / Cllrs Allowances and Independent Remuneration Panel for Wales (IRPW), Cllrs Self-Serve - Claims for Travel, Subsistence Allowances & Councillors Handbook (Compulsory)	Sarah Lackenby / Huw Evans	Council Chamber
14.45	Orientation - Tour of Guildhall (Chamber, Cttee Rooms, Key Offices, Brangwyn Bar, Toilets, Fire Escape)	Huw Evans	Council Chamber
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 Brangwyn 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).