



Councillor Induction & Training Programme 2022/2023 – Appendix A

Day	Date	Time	Topic	Venue	Lead Officer(s)
1)	Friday, 6 May 2022	Following Count results	Signing Acceptance of Office & Councillors Code of Conduct. Photographs for Councillor ID Cards. Distribute Welsh Local Government Association (WLGA) Councillors Guide	Foyer outside Council Chamber, Guildhall	Martin Nicholls Huw Evans
2)	Monday, 9 May 2022 to Friday, 13 May 2022	Times TBC – 4 Cllrs per session	Office 365 registration	Purple Room, Civic Centre	Nichola Davies
3)	Monday, 16 May 2022	10.00-11.30	Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee (Compulsory)	Council Chamber, Guildhall / Microsoft Teams	Tracey Meredith
4)	Tuesday, 17 May 2022	10.00-12.00	Local Government Finance	Council Chamber, Guildhall / Microsoft Teams	Ben Smith
5)	Tuesday, 17 May 2022	16.00-17.30	Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee (For Councillors who missed the previous session) (Compulsory)	Council Chamber, Guildhall / Microsoft Teams	Tracey Meredith
6)	Wednesday, 18 May 2022	16.00-17.00	Bias / Pre-determination & Rules of Natural Justice (Compulsory)	Council Chamber, Guildhall / Microsoft Teams	Tracey Meredith
7)	Thursday, 19 May 2022	10.00-12.00	Local Government Finance (For Councillors who missed the previous session)	Council Chamber, Guildhall / Microsoft Teams	Ben Smith
8)	Monday, 23 May 2022	09.15-15.30	Market Place Event (See Appendix A for details)	Brangwyn Hall / Council Chamber, Guildhall	Martin Nicholls Adam Hill Ben Smith Dave Howes Helen Morgan-Rees Tracey Meredith Huw Evans Sarah Lackenby
9)	Monday, 23 May 2022	14.00-14.45	Cllrs Allowances and Independent Remuneration Panel for Wales (IRPW), Cllrs Self-Serve - Claims for Travel, Subsistence Allowances & Councillors Handbook (Compulsory)	Council Chamber, Guildhall / Microsoft Teams	Huw Evans
10)	Wednesday, 25 May 2022	16.00-17.00	Bias / Pre-determination & Rules of Natural Justice (Compulsory) (For Councillors who missed the previous session)	Council Chamber, Guildhall / Microsoft Teams	Tracey Meredith

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11)	Thursday, 26 May 2022	10.00-11.30	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 / Microsoft Teams	Yvonne Lewis Lynda Anthony Craig Davies Aled Gruffydd
12)	Friday, 27 May 2022	10.00-12.00	<p>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)</p> <p>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)</p>	Council Chamber, Guildhall / Microsoft Teams	Ian Davies Jonathan Wills Tom Evans
13)	Tuesday, 31 May 2022	11.00-12.30	<p>Governance & Audit Committee Training (Compulsory for Committee Members)</p> <ul style="list-style-type: none"> • Induction – Including Introduction to Governance & Audit Committee / Role & Purpose / Terms of Reference / Key Officer Contacts / Overview of governance structures & decision-making process / Knowledge of the Organisational / Corporate Objectives and major functions of the Authority / Risk Management / Overview of the financial position of the Authority 	Council Chamber, Guildhall / Microsoft Teams	Adam Hill Ben Smith Tracey Meredith Simon Cockings Richard Rowlands Chair of Committee
14)	Monday, 6 June 2022	10.00-11.30	<p>Communications and Social Media (& its safe use) (Compulsory)</p> <p>Data Protection Training, Cyber Security, FOI Training & Cllrs as Data Controllers (ICO) (Compulsory)</p>	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Lee Wenham Kim Collis Mike Powney Stephen Holland
15)	Monday, 6 June 2022	16.00-17.30	Corporate Parenting Training (Compulsory)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Julie Davies Damian Rees

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16)	Tuesday, 7 June 2022	16.00-17.00	Recruitment & Selection Training - Appointments Committee / Council (Compulsory for Committee Members / Council) Disciplinary Training (Compulsory for Appeals & Awards, Chief Officers Disciplinary and Chief Officers Disciplinary Appeals Committee Members)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Adrian Chard
17)	Wednesday, 8 June 2022	10.00-11.30	Corporate Parenting Training (Compulsory) (For Councillors who missed the previous session)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Julie Davies Damian Rees
18)	Wednesday, 8 June 2022	16.00-18.00	Introduction to Scrutiny (Compulsory for Committee Members)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Brij Madahar
19)	Thursday, 9 June 2022	10.00-11.30	Violence Against Women, Domestic Abuse and Sexual Violence (Compulsory)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Melanie Abbott Emma-Kate Williams
20)	Thursday, 9 June 2022	16.00-17.30	Communications and Social Media (& its safe use) (Compulsory) Data Protection Training, Cyber Security, FOI Training & Cllrs as Data Controllers (ICO) (Compulsory) (For Councillors who missed the previous session)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Lee Wenham Kim Collis Mike Powney Stephen Holland
21)	Friday, 10 June 2022	11.00-12.00	Recruitment & Selection Training - Appointments Committee / Council (Compulsory for Committee Members / Council) Disciplinary Training (Compulsory for Appeals & Awards, Chief Officers Disciplinary and Chief Officers Disciplinary Appeals Committee Members) (For Councillors who missed the previous session)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Adrian Chard Carryl Evans Wyn Matthews Nicola Reid Carolyn Thorne
22)	Monday, 13 June 2022	16.00-18.00	Introduction to Scrutiny (Compulsory for Committee Members) (For Councillors who missed the previous session)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Brij Madahar
23)	Monday, 20 June 2022	17.00-18.30	Introduction to Interests, Gifts, Hospitality, Code of Conduct & Standards Committee (Compulsory) (Community / Town Councils)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Tracey Meredith

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24)	Wednesday, 22 June 2022	14.00-15.30	CANCELLED Safeguarding Adults and Protection of Children Training (Compulsory)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Lynsley Haynes-Foster Melanie Abbott
25)	Monday, 27 June 2022	10.00-11.00	Well-being of Future Generations Act Induction Workshop for Councillors (Compulsory)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Suzy Richards Richard Rowlands
26)	Tuesday, 28 June 2022	11.00-12.30	Governance & Audit Committee Training (Compulsory for Committee Members) <ul style="list-style-type: none"> • Governance • Financial management and accounting • External Audit • Values of good governance 	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Adam Hill Ben Smith Tracey Meredith Simon Cockings Audit Wales
27)	Tuesday, 28 June 2022	16.00-17.30	Violence Against Women, Domestic Abuse and Sexual Violence (Compulsory) (For Councillors who missed the previous session)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Melanie Abbott Emma-Kate Williams
28)	Wednesday, 29 June 2022	16.00-17.00	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 / Gloucester Room, Guildhall / Microsoft Teams	Ian Davies Jon Wills Tom Evans
29)	Thursday, 30 June 2022	16.00-17.00	Well-being of Future Generations Act Induction Workshop for Councillors (Compulsory) (For Councillors who missed the previous session)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Suzy Richards Richard Rowlands
30)	Monday, 4 July 2022	16.00-17.00	Understanding Local Area Coordination	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Jon Franklin
31)	Thursday, 21 July 2022	16.00-17.30	Safeguarding Adults and Protection of Children Training (Compulsory)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Lynsley Haynes-Foster Melanie Abbott
32)	Tuesday, 26 July 2022	11.00-12.30	Governance & Audit Committee Training (Compulsory for Committee Members) <ul style="list-style-type: none"> • Counter Fraud • Corporate complaints and the complaints handling process 	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Jeff Fish Jonathan Rogers Simon Cockings Sarah Lackenby
33)	Tuesday, 26 July 2022	16.30-17.30	Understanding Local Area Coordination (For Councillors who missed the previous session)	Council Chamber, Guildhall / Microsoft Teams	Jon Franklin

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34)	Thursday, 8 September 2022	16.00-17.30	Safeguarding Adults and Protection of Children Training (Compulsory) (For Councillors who missed the previous session)	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Lynsley Haynes-Foster Melanie Abbott
35)	Tuesday, 20 September 2022	11.00-12.30	Governance & Audit Committee Training (Compulsory for Committee Members) <ul style="list-style-type: none"> Performance management and performance monitoring and reporting process 	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Richard Rowlands Adam Hill
36)	Tuesday, 13 December 2022	11.00-12.30	Governance & Audit Committee Training (Compulsory for Committee Members) <ul style="list-style-type: none"> Governance Financial management and accounting External Audit Values of good governance 	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Adam Hill Ben Smith Tracey Meredith Simon Cockings Audit Wales
37)	Tuesday, 24 January 2023	11.00-12.30	Governance & Audit Committee Training (Compulsory for Committee Members) <ul style="list-style-type: none"> Counter Fraud Corporate complaints and the complaints handling process 	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	Jeff Fish Jonathan Rogers Simon Cockings Sarah Lackenby
38)	N/A	N/A	Welsh Language Standards Module for Councillors (Compulsory)	Learning Pool https://staffnet.swansea.gov.uk/onlinelearning	N/A
39)	N/A	N/A	Equalities / Diversity (Compulsory)	Learning Pool https://staffnet.swansea.gov.uk/onlinelearning	N/A
40)	Prior to first committee meeting where discussed	N/A	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 / Gloucester Room, Guildhall / Microsoft Teams	Paula Livingstone
41)	TBC	TBC	Chairs Training for Council and Committees	Council Chamber / Gloucester Room, Guildhall / Microsoft Teams	TBC

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