

| What   | Audience                          | Delivery Method                           | Training Materials   | When   | Member Champion/Mentor                                      | Resources   |
|--|-----------------------------------|---|--|--|---|---|
| <b>GENERAL</b>   |                                   |   |  |  |   |   |
| Orientation<br>(Council Offices and Facilities)  | ALL MEMBERS                       | Tour                                      | Information/maps included in Induction Pack  | Week 1   | 8 May and ongoing   | Documentation - AM  |
| Introduction to the Council, its role and Corporate Governance   | ALL MEMBERS                       | Chief Executive in Key Issues Session     |  | Week 1   | 29 May (am and pm)<br>X3 Sessions                           | CEX and Corporate Directors   |
| Budget and Forward Financial Plan Background   | ALL MEMBERS                       | Director of Finance in Key Issues Session |  | Week 1   | 29 May (am and pm)  | Dir. F & CS   |
| ICT Induction and equipment<br><br>Give Members time to reflect. Needs to be flexible on equipment they request.             | ALL MEMBERS<br><b>(Mandatory)</b> | ICT Officers, Market Place                | To be developed by staff   | Market Place Week 1<br><br>List of what will be needed on day 1 eg. email and mobile (TBC) | 29 May<br><br>To be arranged around the Key Issues sessions | Need to revisit the ICT Policy in relation to provision of iPads, mobile phones, laptop, pc and printers and the use of Members own equipment |
| Introduction to Service Areas<br><br>These need to be mapped and timings to be around the Key Issues Introduction and Budget | ALL MEMBERS                       | All Senior Officers, Market Place         | Delivery Materials not required- basic information to be included in Induction Pack such as 'who's who.' | Market Place Week 1  | 29 May<br><br>To be arranged around the Key Issues sessions | Events  |

|   |                                   |   |   |                |  |                                   |
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| Code of Conduct and Ethics<br>Run it 4 times                                  | ALL MEMBERS<br><b>(Mandatory)</b> | Monitoring Officer  | National materials available but to be delivered locally                                    | Week 2         | x4 sessions at different time of the day w/c 15 <sup>th</sup> May 2016 |                                   |
| Committee Procedures and Scrutiny<br><br>Run x4 times                         | ALL MEMBERS<br><b>(Mandatory)</b> | Head of Democratic Services and Head of Legal Services                          | Materials used for previous Committee Procedure/Obtaining Safe and Legal Decisions Training | Month 1        | 1 <sup>st</sup> week of June at different times and days of that week  |                                   |
| Wellbeing of Future Generations Act   | ALL MEMBERS<br><b>(Mandatory)</b> | Workshop- Head of Corporate Strategy and Democratic Services and Senior Officer | Workshop- E learning available on AWA   | First 6 months | September around the Committee Cycle                                   |                                   |
| <b>REMAINDER TO BE PART OF MEMBER DEVELOPMENT PROGRAMME</b>                   |                                   |   |   |                |  |                                   |
| Introduction to Equalities include Welsh Language and sustainable development | ALL MEMBERS<br><b>(Mandatory)</b> | Workshop- Equalities Officers/Trainers and E-Learning<br><br>KJ/RH              | AWA E-learning available or workshop materials developed by staff locally                   | 3 months<br>x4 | Equalities Champion  | External Provider eg. Anna Morgan |
| Safeguarding and Corporate Parenting  | ALL MEMBERS<br><b>(Mandatory)</b> | Workshop- Director of SSHH  | AWA E-learning available and workshop materials developed by staff locally                  | 3 months<br>x4 | Chair of the Corporate Parenting Panel                                 |                                   |
| Safe Data Management and FOI's  | ALL MEMBERS<br><b>(Mandatory)</b> | Workshop with practical examples- Head of ICT and Monitoring Officer            | AWA E-learning available- Data Protection Awareness and Freedom of Information              | 3 months       |  |                                   |

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|---------------------------------------|--|---|---|----------------------------------|--|--------------------------|
| Social Media and Talking to the Press | ALL MEMBERS<br><b>(Mandatory)</b>                | Workshop with examples- TBC<br><br>KJ/AJ                                  | TBC   | 3 months                         | Cllr Hugh James<br>Cllr Andrew Jenkins | External Provider        |
| <b>Committee Specific</b>             | <b>M = Mandatory</b>                             |   |   |                                  |  |                          |
| Planning Committee                    | Planning Committee Members <b>(M)</b>            | Planning Officer and D/S Support Officer                                  | Workshop and discussion                               | Prior to first meeting           | Planning Chairperson                   |                          |
| Democratic Services Committee         | Democratic Services Committee Members <b>(M)</b> | Head of Democratic Services, Democratic Services Manager, Senior Officers | Workshop and discussion                               | Prior to first meeting           | D/S Committee Chairperson              |                          |
| Standards Committee                   | Standards Committee Members <b>(M)</b>           | Monitoring Officer  | Workshop and discussion                               | Prior to first meeting           | Standards Chairperson                  |                          |
| Licensing Committee                   | Licensing Committee Members <b>(M)</b>           | Licensing Officer   | Workshop and discussion                               | Prior to first meeting           | Licensing Chairperson                  |                          |
| Audit                                 | Audit Committee Members <b>(M)</b>               | Head of Finance   | Workshop and discussion                               | Prior to first meeting           | Licensing Chairperson                  |                          |
| Appeals                               | Appeals Panel Members <b>(M)</b>                 | Head of HR  | Workshop and discussion                               | Prior to first meeting           | Appeals Chairperson                    |                          |
| Planning for non-Planning Members     | ALL MEMBERS <b>(M)</b>                           | Head of Planning  | Workshop and discussion                               | First 3 months                   | Planning Chairperson                   |                          |
| <b>Topic Specific</b>                 |  |   |   |                                  |  |                          |
| The role of Scrutiny                  | All Members <b>(Mandatory)</b>                   | Head of Democratic Services and Scrutiny Officers                         | Workshop and discussion- existing materials available | Prior to first Scrutiny Meetings | Scrutiny Champion                      | Portfolio to be reviewed |
| Policy and Resources Scrutiny         | P&R Scrutiny Members <b>(Mandatory)</b>          | Scrutiny Officer  | Discussion  | Prior to first meeting           | P&R Chairperson                        |                          |

|  |   |   |  |                        |                                    |  |
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| Social Care, Health and Housing Scrutiny       | SCHH Scrutiny Members<br><b>(Mandatory)</b> | Scrutiny Officer  | Discussion   | Prior to first meeting | SCHH Chairperson                   |  |
| Children, Young People and Education Scrutiny  | CYPE Scrutiny Members<br><b>(Mandatory)</b> | Scrutiny Officer  | Discussion   | Prior to first meeting | CYPE Chairperson                   |  |
| Economic and Community Regeneration Scrutiny   | ECR Scrutiny Members<br><b>(Mandatory)</b>  | Scrutiny Officer  | Discussion   | Prior to first meeting | ECR Chairperson                    |  |
| Environment and Highways Scrutiny              | E&H Scrutiny Members<br><b>(Mandatory)</b>  | Scrutiny Officer  | Discussion   | Prior to first meeting | E&H Chairperson                    |  |
| New Cabinet Development                        | Cabinet                                     | External facilitators (TBC)   | Materials from external facilitators   | First 6 months         | CEX/KJ take advice from the Leader |  |
| Collaborative Working incl. Governance thereof | All Members                                 | DM to provide list of all eg. Western Bay, City Region, ERW etc. and associated risks for the Authority | Seminar incl. the Authorities contribution and what benefit this has for the Authority | First 6 months         |                                    |  |

**NOTE: TRAINING POINTS TO BE PLACED ON MEMBERS HUB FOR MEMBERS WHO CHANGE COMMITTEES MID-TERM**