

**Draft: Induction Timetable 2022**

<b>Recommended Timeframe by WLGA</b>	<b>Area/Topic of Induction</b>	<b>Delivery Method/ Venue/Date(s)</b>	<b>Delivery Officer/Key Contact</b>
<b>Week One : May</b>	<b>Orientation (Council Offices and County facilities, access and security)</b>	Tour: Port Talbot CC (9-13 May) Neath CC (11 May) The Quays (12 May)	Democratic Services Staff
<b>Week One : May</b>	<b>Introduction to the Council, its role, Corporate Governance, Corporate Plan, Well Being Goals.</b>  (Key Issues Briefing. Session to be repeated)	Port Talbot CC Council Chamber and Electronically  Tuesday 10 May – Session 1 - 10.00am Session 2 - 2.00pm Session 3 - 6.00pm (electronically)	Chief Executive
<b>Week One : May</b>	<b>ICT Induction – issue of equipment and remote working induction</b>	Port Talbot Civic Centre 9-13 May	ICT Officers
<b>Week One : May</b>	<b>Code of Conduct and Ethics</b>	Port Talbot CC Council	Monitoring Officer

	<b>including civility and respect</b>	<p>Chamber and Electronically</p> <p>Thursday 19 May -  Session 1 – 10.00am  Session 2 – 2.00pm  Session 3 – 4.00pm  (electronically)</p> <p>Repeated Friday 10<sup>th</sup> June  Session 1 – 10.00am  Session 2 – 2.00pm</p>	
<b>Week One : May</b>	<b>General meeting participation, rules of engagement, standing orders, multi-location meetings, etiquette, broadcasting.</b>	<p>Port Talbot CC Council  Chamber Workshops</p> <p>Tuesday 17 May  Session 1 – 10.00am  Session 2 – 2.00pm  Session 3 – 6.00pm  (electronically)</p>	<b>Head of Legal /  Democratic Services  Manager</b>
<b>Week One : May</b>	<b>Corporate Director Service Presentations</b>	<p>Port Talbot CC Council  Chamber</p> <p>Monday 23 May  Session 1 – 10.00am  Session 2 – 2.00pm</p>	<b>Corporate Directors</b>

		Session 3 – 6.00pm (electronically)	
<b>1<sup>st</sup> two months</b>	<b>Introduction to Service Area Market Place Fayre</b>	<b>Princess Royal Theatre Tuesday 14<sup>th</sup> June 9.00am – 5.00pm</b> Market place, all senior officers with “stalls” sharing key policy info.	Service Managers and Officers and Democratic Services Staff
<b>1<sup>st</sup> two months</b>	<b>Introduction to Equalities and Diversity including personal awareness and behaviour. To include Welsh Language Act and sustainable development</b>	Wednesday 29 <sup>th</sup> June Time TBC  Member Seminar – Port Talbot Chamber CC and Electronically	Strategic Manger – Policy and Executive Support
<b>1<sup>st</sup> two months</b>	<b>Safeguarding children and vulnerable adults</b>	Wednesday 20 <sup>th</sup> July Time TBC  Member Seminar – Port Talbot Chamber CC and Electronically	Director of SSHS and Head of Children and Young People Services
<b>1<sup>st</sup> two months</b>	<b>Member Issues- H&amp;S and Social Media</b>	Friday 27 <sup>th</sup> May Time TBC  Member Seminar – Port Talbot	Health and Safety / Communications.

		Chamber CC and Electronically	
<b>1<sup>st</sup> two months</b>	<b>Community Leadership and Casework</b>	Thursday 16 <sup>th</sup> June Time TBC  Member Seminar – Port Talbot Chamber CC and Electronically	To be confirmed
<b>Prior to first meetings</b>	<b>Chairing Skills (Committee, meeting management and Scrutiny Chairing)</b>	Monday 6 <sup>th</sup> June Time TBC  Workshop - Port Talbot CC Chamber and Electronically	Head of Legal and Democratic Services / Democratic Services Manager
<b>Prior to first meetings</b>	<b>Committee Procedures and the role of Scrutiny and how to be an effective Scrutiny Member</b>	Thursday 23 <sup>rd</sup> June Time TBC  Workshop - Port Talbot CC Chamber and Electronically	Head of Legal and Democratic Services / Democratic Services Manager
<b>Prior to first meeting of Committee</b>	<b>Planning Committee</b>	To be considered when calendar of meetings drafted	Development Planning Manager
<b>Prior to first meeting of Committee</b>	<b>Democratic Services Committee</b>	To be considered when calendar of meetings drafted	Democratic Services Manager
<b>Prior to first meeting of Committee</b>	<b>Standards Committee</b>	To be considered when calendar of meetings drafted	Head of Legal and Democratic Services

Prior to first meeting of Committee	Licensing and Gambling Acts Committee	To be considered when calendar of meetings drafted	Legal Regulatory Manager
Prior to first meeting of Committee	Governance and Audit Committee	To be considered when calendar of meetings drafted	Chief Finance Officer
Prior to first meeting of Committee	Appeals Panel e.g. Homelessness and Staffing Issues	To be considered when calendar of meetings drafted	Head of Human and Organisational Development
Prior to first meeting of Committee	Planning for non-Planning Members	To be considered when calendar of meetings drafted	Development Control Manager
Prior to first meeting of Committee	Cabinet Scrutiny	To be considered when calendar of meetings drafted	Scrutiny Officer
Prior to first meeting of Committee	Social Care, Health and Well-Being Scrutiny	To be considered when calendar of meetings drafted	Scrutiny Officer
Prior to first meeting of Committee	Education, Skills and Culture Scrutiny	To be considered when calendar of meetings drafted	Scrutiny Officer
Prior to first meeting of Committee	Regeneration and Sustainable Development Scrutiny	To be considered when calendar of meetings drafted	Scrutiny Officer
Prior to first meeting of	Streetscene and Engineering Scrutiny	To be considered when calendar of meetings drafted	Scrutiny Officer

<b>Committee</b>			
<b>1<sup>st</sup> six months</b>	<b>Safe Data Management/GDPR and FOI's</b>	Port Talbot Civic Centre Chamber Monday 4 <sup>th</sup> July Session 1 – 10.00am Session 2 – 2.00pm Session 3 – 6.00pm	Chief Digital Officer and Head of Legal and Democratic Services
<b>1<sup>st</sup> six months</b>	<b>Corporate Parenting</b>	Port Talbot CC Council Chamber and electronically  Tuesday 12 <sup>th</sup> July Time TBC Port Talbot CC Chamber and Electronically	Director of Social Services, Health and Housing
<b>1<sup>st</sup> six months</b>	<b>Financial including budgeting and treasury management (budget and forward financial plan background)</b>	Port Talbot CC Council Chamber and electronically  Monday 20 <sup>th</sup> June Session 1 – 10.00am Session 2 – 2.00pm Session 3 – 6.00pm (electronically)	Chief Finance Officer
<b>1<sup>st</sup> six months</b>	<b>Violence against women, domestic violence and sexual violence</b>	Port Talbot CC Chamber  Wednesday 27 <sup>th</sup> July	To be confirmed

		(also online?)  Time TBC	
<b>1<sup>st</sup> six months</b>	<b>Collaborative Working incl. Corporate Governance, scrutiny and Joint Committees.</b>	Port Talbot CC Chamber and electronically  Thursday 8 <sup>th</sup> September Time TBC	Head of Legal and Democratic Services and Scrutiny Officer
<b>2<sup>nd</sup> six months</b>	<b>The role of members in relation to the Social Services and Well-Being (Wales) Act</b>	Port Talbot CC Chamber Tuesday 13 <sup>th</sup> September Session 1 – 10.00am Session 2 – 4.00pm (electronic)	Director of Social Services, Health and Housing
<b>2<sup>nd</sup> six months</b>	<b>Public Speaking and working with the media</b>	Port Talbot CC Chamber and electronically  Wednesday 12 <sup>th</sup> October	External Trainer
<b>2<sup>nd</sup> six months</b>	<b>The role of members in relation to the Wellbeing of Future Generations Act</b>	Port Talbot CC Chamber Thursday 27 <sup>th</sup> October Session 1 – 10.00am Session 2 – 4.00pm (electronic)  Neath CC Thursday 10 <sup>th</sup> November Session 1 – 2.00pm	Strategic Manager – Policy and Executive Support

		Session 2 – 6.00pm (electronic)	
<b>2<sup>nd</sup> six months</b>	<b>Climate Change, mitigation and decarbonisation</b>	Port Talbot CC and Electronically Friday 25 <sup>th</sup> November Time TBC	Director of Environment and Regeneration
	<b>Standards Training (Group Leaders)</b>	Port Talbot CC Chamber Wednesday 8 <sup>th</sup> June	Head of Legal and Democratic Services