

Draft: Induction Timetable 2022

Recommended Timeframe by WLGA	Area/Topic of Induction	Delivery Method/ Venue/Date(s)	Delivery Officer/Key Contact
Week One : May	Orientation (Council Offices and County facilities, access and security)	Tour: Port Talbot CC (9-13 May) Neath CC (11 May) The Quays (12 May)	Democratic Services Staff
Week One : May	Introduction to the Council, its role, Corporate Governance, Corporate Plan, Well Being Goals. (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
Week One : May	ICT Induction – issue of equipment and remote working induction	Port Talbot Civic Centre 9-13 May	ICT Officers
Week One : May	Code of Conduct and Ethics	Port Talbot CC Council	Monitoring Officer

	including civility and respect	<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 10th June Session 1 – 10.00am Session 2 – 2.00pm</p>	
Week One : May	General meeting participation, rules of engagement, standing orders, multi-location meetings, etiquette, broadcasting.	<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>	Head of Legal / Democratic Services Manager
Week One : May	Corporate Director Service Presentations	<p>Port Talbot CC Council Chamber</p> <p>Monday 23 May Session 1 – 10.00am Session 2 – 2.00pm</p>	Corporate Directors

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

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

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

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

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