

Draft: Induction Timetable 2022

| Recommended Timeframe by WLGA | Area/Topic of Induction | Delivery Method/ Venue/Date(s) | Delivery Officer/Key Contact |
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| 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 |

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| | 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 |

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| | | Session 3 – 6.00pm (electronically) | |
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| 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. |

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| | | 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 |
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| 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 |

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| 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 | | | |
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| 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 |

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| | | (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 |
| 1st six months | Member and Officer Relations | Port Talbot CC Chamber and electronically TBC | Head of Legal and Democratic Services and Bethan Evans (External). |
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| 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) | Strategic Manager – Policy and Executive Support |

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| | | Neath CC Thursday 10 th November Session 1 – 2.00pm Session 2 – 6.00pm (electronic) | |
| 2 nd six months | Climate Change, mitigation and decarbonisation | Port Talbot CC and Electronically Friday 25 th November Time TBC | Director of Environment and Regeneration |
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| | Standards Training (Group Leaders) | Port Talbot CC Chamber Wednesday 8 th June | Head of Legal and Democratic Services |

- 'Buddying' Support will also be offered
- A support package for Independent Members will be offered, further details to be considered.