

APPENDIX 1

Draft: Induction Timetable 2022

Date	Area/Topic of Induction	Delivery Method/ Venue	Delivery Officer/Key Contact
Week One	Orientation (Council Offices and County facilities, access and security)	Information in paper/electronic format	Democratic Services Staff
10 – 13 May	Official Sign-In, Declarations of Interest, Issue of ICT Equipment	Port Talbot Civic Centre – Committee Rooms 10-13 May	Chief Executive, Legal, Democratic Service Officers and ICT Officers
Monday 16 th 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 / Hybrid Monday 16 th May – Session 1 - 10.00am Session 2 - 2.00pm Session 3 - 6.00pm	Chief Executive, Karen Jones
Thursday 19 th May	General meeting participation, rules of engagement, standing orders, multi-location meetings, etiquette, broadcasting.	Port Talbot CC Council Chamber / Hybrid 10.00am	Head of Legal & Head of Democratic Services Craig Griffiths & Stacy Curran

<p>Monday 23rd May</p>	<p>Corporate Director Service Presentations</p>	<p>Port Talbot CC Council Chamber / Hybrid</p> <p>Monday 23rd May Session 1 – 10.00am Session 2 – 2.00pm Session 3 – 6.00pm</p>	<p>Chief Executive Karen Jones Corporate Directors: Huw Jones Nicola Pearce Andrew Jarrett Andrew Thomas (30mins/director)</p>
<p>Thursday 26th May & Friday 10th June</p>	<p>Code of Conduct and Ethics including civility and respect</p>	<p>Port Talbot CC Council Chamber / Hybrid</p> <p>Thursday 26th May - Session 1 – 10.00am Session 2 – 2.00pm Session 3 – 4.00pm</p> <p>Repeated Friday 10th June Session 1 – 10.00am Session 2 – 2.00pm</p>	<p>Head of Legal Craig Griffiths</p>
<p>Friday 27th May</p>	<p>Member Issues- H&S</p>	<p>Port Talbot CC Council Chamber / Hybrid</p> <p>10.00am</p>	<p>Health & Safety Richard Evans</p>

1 st two months	Member Issues – Social Media	Port Talbot CC Council Chamber / Hybrid Date TBC	Communications Anita James
Monday 6 th June	Chairing Skills (Committee, meeting management and Scrutiny Chairing)	Port Talbot CC Council Chamber / Hybrid 2.00pm	Head of Legal Craig Griffiths Head of Democratic Services Stacy Curran
Wednesday 8 th June	Standards Training Session (Group Leaders)	Port Talbot CC Council Chamber / Hybrid 10.00am	Head of Legal Craig Griffiths

Tuesday 14 th June	Introduction to Service Area Market Place Fayre	Princess Royal Theatre 9.00am – 5.00pm Market place, all senior officers with “stalls” sharing key policy info.	Service Managers and Officers and Democratic Services Staff
Thursday 16 th June	Community Leadership and Casework	Port Talbot CC Council Chamber / Hybrid 2.00pm – 3.30pm	External Provider – Bethan Evans (TBC)
Monday 20 th June	Financial including budgeting and treasury management (budget and forward financial plan background)	Port Talbot CC Council Chamber / Hybrid Session 1 – 10.00am Session 2 – 2.00pm Session 3 – 6.00pm	Chief Finance Officer Huw Jones

Thursday 23 rd June	Committee Procedures and the role of Scrutiny and how to be an effective Scrutiny Member	Port Talbot CC Council Chamber / Hybrid Time 10.00am	Head of Legal / Head of Democratic Services / Scrutiny Officer Craig Griffiths, Stacy Curran, Charlotte Davies
Wednesday 29 th June	Introduction to Equalities and Diversity. To include Socio-economic Duty	Port Talbot CC Council Chamber / Hybrid Time 10.00am	Policy and Executive Support Rhian Headon & Caryn Furlow-Harris
Monday 4 th July	Safe Data Management/GDPR and FOI's	Port Talbot CC Chamber / Hybrid Session 1 – 10.00am Session 2 – 2.00pm Session 3 – 6.00pm	Chief Digital Officer & Head of Legal Chris Owen & Craig Griffiths
Wednesday 6 th July	Welsh Language Act	Port Talbot CC Chamber / Hybrid Time 2.00pm	Policy & Executive Support Rhian Headon & Caryn Furlow-Harris
Tuesday 12 th July	Corporate Parenting	Port Talbot CC Council Chamber / Hybrid Time 10.00am	Director of Social Services, Health and Housing Andrew Jarrett

			Head of Children's Services Keri Warren
Wednesday 20 th July	Safeguarding children and vulnerable adults	Port Talbot CC Council Chamber / Hybrid Time 2.00pm	Director of SSHS and Head of Children's Services, Head of Adult Services Andrew Jarrett, Keri Warren, Angela Thomas
Wednesday 27 th July	Violence against women, domestic violence and sexual violence	Port Talbot CC Council Chamber / Hybrid 10.00am	Community Safety Elinor Wellington
Thursday 8 th September	Collaborative Working incl. Corporate Governance, scrutiny and Joint Committees.	Port Talbot CC Chamber and electronically Time 10.00am	Head of Legal, Head of Democratic Services, Scrutiny Officer Craig Griffiths, Stacy Curran, Charlotte Davies
Tuesday 13 th September	The role of members in relation to the Social Services and Well-Being (Wales) Act	Port Talbot CC Council Chamber / Hybrid Session 1 – 10.00am	Director of Social Services, Health and Housing Andrew Jarrett

		Session 2 – 4.00pm	
Tuesday 20 th September & Thursday 22 nd September	Member/Officer Relations	Port Talbot CC Chamber Tuesday 20 th September (Cabinet Members only) 10.30am – 12.00pm Thursday 22 nd September (All Members) 2.00pm – 3.30pm	Bethan Evans (External)
Wednesday 12 th October	Public Speaking and working with the media	Port Talbot CC Chamber / Hybrid Time TBC	External Trainer (confirm with Anita James)
Thursday 27 th October	The role of members in relation to the Wellbeing of Future Generations Act. To include sustainable development.	Port Talbot CC Council Chamber / Hybrid Session 1 – 10.00am Session 2 – 4.00pm	Strategic Manager – Policy and Executive Support Caryn Furlow-Harris
Friday 25 th November	Climate Change, mitigation and decarbonisation	Port Talbot CC Council Chamber / Hybrid Time 10.00am	Director of Environment and Regeneration Nicola Pearce

<p>**The Committee specific training will have specific sessions in line with the cycle of meetings. The Heads of Services presentations will accompany the relevant sessions.</p>			
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 Committee	Streetscene and Engineering Scrutiny	To be considered when calendar of meetings drafted	Scrutiny Officer