

Date and Time	Facilitator	Development Session
October 2021 onwards	WLGA Council	Council Information and promotion activities <ul style="list-style-type: none"> • WLGA be a Councillor information; • Training for mentors from national organisations; • Open evenings, information sessions, mentoring and shadowing schemes for potential candidates; • Comms and media initiative encouraging understanding of the democratic process, voting, participation.
February 2022 onwards		Issuing of Candidates' Information Pack
Thursday 5 th May 2022		Local Government Elections
PHASE 1 & 2 – ADMINISTRATION AND ESSENTIALS		
Friday 6 th May	Democratic Services Team Payroll Team Chief Executive / Monitoring Officer	Induction Sessions (Essential for all members) <ul style="list-style-type: none"> • On the ground officer meet and greet session; • Induction packs issued as part of introductory package; • Signing Acceptance of Office; • New starter HR/Payroll Forms/ID Cards; • Pension and Disclosure and Barring Service (DBS) information; • ICT equipment collection /induction arrangements; • Civic Office orientation (Council offices and County facilities, access and security, maps); • Briefing of the facilities available to Elected Members.

<p>Monday 9th May</p> <p>Session 1:10am-12pm</p> <p>Session 2: 12pm - 2pm</p> <p>Session 3: 2pm - 4pm</p> <p>Tuesday 10th May</p> <p>Session 1:10am-12pm</p> <p>Session 2: 12pm - 2pm</p> <p>Session 3: 2pm - 4pm</p> <p>Wednesday 11th May</p> <p>Session 1:10am-12pm</p> <p>Session 2: 12pm - 2pm</p> <p>Session 3: 2pm - 4pm</p>	<p>Democratic Services Team</p> <p>Payroll Team</p> <p>ICT Team</p> <p>Chief Executive / Monitoring Officer</p>	<p>Induction Sessions – continued from Friday 6th May</p> <p>(Essential for all members)</p> <ul style="list-style-type: none"> • On the ground officer meet and greet session; • Induction packs issued as part of introductory package; • Signing Acceptance of Office; • Declarations of Personal Interests; • Official photographs for council website and ID cards; • New starter HR/Payroll Forms/ID Cards; • Pension and Disclosure and Barring Service (DBS) information; • ICT equipment collection /induction arrangements; • ICT support - there will be an opportunity for members to ask questions/raise queries; • Civic Office orientation (Council offices and County facilities, access and security, maps); • Briefing of the facilities available to Elected Members
<p>Thursday 12th May</p> <p>10am – 12pm</p>	<p>Democratic Services</p>	<p>Microsoft Teams Training</p> <p>(Essential for new members)</p> <p>This session is designed to get Members up and running with Teams.</p>
<p>Thursday 12th May</p> <p>2pm – 4pm</p>	<p>Chief Executive</p>	<p>Welcome Briefing</p> <p>(Essential for new members)</p>

	Corporate Directors and key officers	This session provides an essential overview for members newly elected to the council.
Monday 16 th May 2pm – 4pm and Tuesday 21 st June 4pm – 6pm	Monitoring Officer	Standards in Public Life / Code of Conduct (Mandatory for all new members) This session will provide councillors with a greater depth of understanding of standards expected in public life and the council's Code of Conduct.
Friday 13 th May 10am – 11am Monday 16 th May 10am – 11am	External Facilitator – Bethan Evans	Member Induction How to hit the ground running as a new member – what you need to know about the legal and governance issues. (Essential for new members)
Tuesday 17 th May 10am – 12pm 2pm – 4pm	Democratic Services	General Outline of Committees (Essential for new members)
Wednesday 18th May 15:00-17:00		ANNUAL MEETING OF COUNCIL
Thursday 19 th May 10:00-12:00	Experience and Development Team	Member Referrals Training on new Councillor Portal (For all members)
Friday 20 th May 14 :00 – 16:00	Experience and Development Team	Member Referrals Training on new Councillor Portal (For all members)

PHASE 3 – THE CORE FUNCTIONS		
COMMITTEE MEETING CYCLE BEGINS		
Monday 23 rd May 10am – 12pm 2pm – 4pm	Legal Officer Licensing Officers	Licensing Committee Responsibilities of the committee and licensing law. (Members of the Committee are required to attend in order to be able to serve on the Committee) There is also a Licensing Safeguarding e-learning module for Committee Members to complete
Tuesday 24 th May 10am – 4pm (with break for lunch)	External Facilitator Legal Officer Planning Officers	Development Control Committee Responsibilities of the committee and planning law. (Members of the Committee are required to attend in order to be able to serve on the Committee)
25 th May 2PM- 4 PM and 26 th May 10AM- 12 Noon And Thursday 09 th June 10am-12 noon	Experience and Development Team	Member Referrals Training on new Councillor Portal (For all members)
Friday 27 th May 10am-12	Legal Officer	Appeals Panel (Members of the panel are required to attend to be able to serve on the panel)

<p>Wednesday 1st June 10am – 12pm</p>	<p>WLGA</p>	<p>Overview and Scrutiny The session will consider the development of the function, look at the importance of work programming and prioritisation including promotion of its value to secure greater engagement from the Executive, different operating methods such as task and finish groups. There will be a focus on outcomes and drawing on best practice. (Members of Scrutiny Committees are required to attend in order to be able to serve on the Committee)</p>
<p>Wednesday 1st June 2pm – 4pm</p>	<p>Head of Internal Audit</p>	<p>Governance & Audit Committee (Members of the Committee are required to attend in order to serve on the Committee)</p>
<p>Monday 6th June 10am – 12pm And Wednesday 8th June 2pm – 4pm</p>	<p>Chief Finance Officer key officers</p>	<p>Financial Awareness This session provides an understanding of how the Council's budget formulation process works and how to understand the Council's financial position. (For all Members)</p>
<p>Monday 6th June 2pm – 4pm</p>	<p>WLGA</p>	<p>Scrutiny Chairing Skills This workshop is designed to enable Members who have been nominated Chairperson or Vice of committees to consider all aspects of the Chair's role and encourage them to devise practical ways of developing their performance in this area. It will cover different meetings and styles required. (For members appointed as a Chairperson or Vice-Chairperson of a Scrutiny Committee)</p>

Tuesday 7 th June 2pm – 4pm	Chief Finance Officer / External Facilitator	Introduction to Treasury Management This session will provide Members with an overview of legislation and how funds are invested at BCBC. (For all Members of the Governance and Audit Committee)
13 th June 1pm-3pm	Corporate Director – Social Services and Wellbeing	Overview – Social Services & Wellbeing / Social Services and Wellbeing (Wales) Act (For All Members)
14 th June 10am – 4PM	External Facilitator Legal Officer Planning Officers	Development Control Committee 2 Responsibilities of the committee and planning law. (Members of the Committee are required to attend in order to be able to serve on the Committee)
21 st June 10am – 12pm	Chief Officer Finance Key Officers	Scrutiny Financial Monitoring (For COSC Members only) Quarterly Revenue Budget Monitoring for Corporate Overview and Scrutiny Committee Members
21 st June 4pm-6pm	Monitoring Officer	Standards in Public Life / Code of Conduct 2 (Mandatory for all new members) This session will provide councillors with a greater depth of understanding of standards expected in public life and the council's Code of Conduct.
23 rd June 4pm-6pm	Legal Officer Licensing Officers	Licensing Committee Responsibilities of the committee and licensing law.

		(Members of the Committee are required to attend in order to be able to serve on the Committee)
28 th June 2pm-4pm	Legal Officer / Senior Democratic Services Officers	Delegated Powers (All Cabinet Members and DS team)
Wednesday 29 th June 10am – 12pm 2pm – 4pm	Chief Executive key officers	Corporate Plan (For all members) <ul style="list-style-type: none"> • Annual Delivery Plan; • Transformation Programme • Wellbeing of Future Generations Act; • Five ways of working under the Act; • Performance Management & Reporting; • Public Service Board
Thursday 30 th June 10am – 12pm	Corporate Director – Social Services and Wellbeing key officers	Safeguarding (For all members)
Friday 1 st July 2pm – 4pm	Corporate Director – Social Services and Wellbeing key officers	Corporate Parenting (For All members)
Friday 1 st July 10am – 12pm	External Facilitator – Bethan Evans	General Chairing Skills This workshop is designed to enable Members who have been nominated Chairperson or Vice of committees to consider all aspects of the Chair's role and encourage them to devise practical ways of developing their performance in this area. It will cover different meetings and styles required. (For all Members appointed as a Chairperson or Vice of a Committee)

<p>Tuesday 5th July 10am – 12pm</p> <p>And</p> <p>Wednesday 6th July 2pm – 4pm</p>	<p>Consultation and Engagements Equalities Manager</p>	<p>Equalities and Diversity Equality Act Diversity Declaration Socio-economic duty Welsh Language (For all Members)</p>
<p>6th July 10am-12pm</p>	<p>WLGA</p>	<p>Scrutiny Questioning Skills (For all Scrutiny Members)</p>
<p>7th July 9am-11am</p>	<p>Corporate Director – Communities key officers</p>	<p>Overview – Communities directorate (For All Members)</p>
<p>7th July 2pm-4pm</p>	<p>Head of Internal Audit</p>	<p>Governance & Audit Committee Statement of Accounts Training (Members of the Committee are required to attend in order to serve on the Committee)</p>
<p>13th July 3pm-5pm</p>	<p>Legal Officer</p>	<p>Appeals Panel (Members of the panel are required to attend to be able to serve on the panel)</p>