

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

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

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

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

<p>Wednesday 1<sup>st</sup> June 10am – 12pm</p>	<p>WLGA</p>	<p><b>Overview and Scrutiny</b> 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. <b>(Members of Scrutiny Committees are required to attend in order to be able to serve on the Committee)</b></p>
<p>Wednesday 1<sup>st</sup> June 2pm – 4pm</p>	<p>Head of Internal Audit</p>	<p><b>Governance &amp; Audit Committee</b>  <b>(Members of the Committee are required to attend in order to serve on the Committee)</b></p>
<p>Monday 6<sup>th</sup> June 10am – 12pm  And  Wednesday 8<sup>th</sup> June 2pm – 4pm</p>	<p>Chief Finance Officer key officers</p>	<p><b>Financial Awareness</b> This session provides an understanding of how the Council's budget formulation process works and how to understand the Council's financial position. <b>(For all Members)</b></p>
<p>Monday 6<sup>th</sup> June 2pm – 4pm</p>	<p>WLGA</p>	<p><b>Scrutiny Chairing Skills</b> 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. <b>(For members appointed as a Chairperson or Vice-Chairperson of a Scrutiny Committee)</b></p>

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

		<b>(Members of the Committee are required to attend in order to be able to serve on the Committee)</b>
28 <sup>th</sup> June 2pm-4pm	Legal Officer / Senior Democratic Services Officers	<b>Delegated Powers</b> (All Cabinet Members and DS team)
Wednesday 29 <sup>th</sup> June 10am – 12pm 2pm – 4pm	Chief Executive key officers	<b>Corporate Plan</b> <b>(For all members)</b> <ul style="list-style-type: none"> <li>• Annual Delivery Plan;</li> <li>• Transformation Programme</li> <li>• Wellbeing of Future Generations Act;</li> <li>• Five ways of working under the Act;</li> <li>• Performance Management &amp; Reporting;</li> <li>• Public Service Board</li> </ul>
Thursday 30 <sup>th</sup> June 10am – 12pm	Corporate Director – Social Services and Wellbeing key officers	<b>Safeguarding</b>  <b>(For all members)</b>
Friday 1 <sup>st</sup> July 2pm – 4pm	Corporate Director – Social Services and Wellbeing key officers	<b>Corporate Parenting</b>  <b>(For All members)</b>
Friday 1 <sup>st</sup> July 10am – 12pm	External Facilitator – Bethan Evans	<b>General Chairing Skills</b> 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.  <b>(For all Members appointed as a Chairperson or Vice of a Committee)</b>

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