

APPENDIX 2

MODEL:- LOCAL AUTHORITY COUNCILLOR YEAR-LONG INDUCTION PROGRAMME SHOWING POTENTIAL INTEGRATION OF MANDATORY TRAINING AND AVAILABILITY OF TRAINING RESOURCES.

What	Audience	Delivery Method	Training materials available/needed?	When
Orientation (Council offices and county facilities)	All members	Tour	Information/ maps etc as part of introductory package produced in each authority	Week One
Introduction to the Council, its role and introduction to corporate governance.	All members	Chief Executive	To be developed by staff locally and some information to be linked to WLGA councillors guide	Week One
ICT induction and equipment	All members (M)	ICT officers, individual sessions on market place day.	Session and guidance to be developed by staff locally	Market Place week one
Introduction to service areas	All members	Market place, all senior officers	Delivery materials not required – basic information to be included in introductory package, who's who etc.	Market Place week one
Code of Conduct and Ethics	All members(M)	Monitoring Officer –national materials? 3 sessions on Market place day	National materials if required at local workshop. WLGA/monitoring officers/Ombudsman (ombudsman video in production)	Market Place week one
Constitutional matters including meeting participation	All members(M)	HODS/DS officers/senior member	Materials available now in each authority	1st 6 Months
Social Services and Well-being (Wales) Act	All members (M)	Directors of SS	E learning required. Materials available now	1st 6 Months
Decisions for Future Generations (Wellbeing of Future Generations Act)	All Members(M)	Workshop - Appropriate senior officers and experienced members. Supported by e learning	National workshop(TBC) E learning available now on AWA	1 st 6 months
Introduction to equalities	All members(M)	Equalities Officers workshop and e- learning	Available now on AWA e- learning (Governors module) and workshop materials available in each authority.	1st 6 Months

What	Audience	Delivery Method	Training materials available/needed?	When
Safeguarding	All members(M)	Directors of Education/SS workshop and e learning	Available now on e-learning (AWA) (Employee section) workshop materials are available in each authority	1st 6 Months
Data Management and FOI	All members(M)	Workshop and e learning	2 modules available now on AWA employees section - Data Protection Awareness and Freedom of Information	1st 6 Months
Corporate Parenting	All members(M)	Directors of SS	Workshop material available now in each authority. Is e learning also required?	1st 6 Months
Finance including budgeting and treasury management	All members(M)	Finance Directors e- learning	Workshop material available now in each authority. E learning required	1st 6 Months
Planning committee new arrangements from Planning Act	Planning Committee(M)	Planning Officer	Workshop material available now in each authority	Prior to first meeting
Standards	Standards Committee(M)	Monitoring Officer	Workshop material available now in each authority	Prior to first meeting
Licensing	Licensing Committee(M)	Licensing Officer	Workshop material available now in each authority	Prior to first meeting
Audit	Audit Committee(M)	Finance Officer	Workshop material available now in each authority	Prior to first meeting
Appointments, appeals and interview skills	Panel members(M)	HR Director	Workshop material available now in each authority	Prior to participating

What	Audience	Delivery Method	Training materials available/needed?	When
The role of Scrutiny	All members(M)	HODS/Scrutiny officers	Workshop material available now in each authority	Prior to first scrutiny meetings
Planning for non- planning members - protocols	All members (M)	Planning officers/experienced member	Workshop material available now in each authority	1st 6 months
Community Leadership and Casework	All members	Senior member with HODS e- learning	The effective ward councillor e learning module in production for AWA.	2 nd 6 Months
New Cabinet Development	Cabinet	External facilitators	Materials from external facilitators	2 nd 6 Months
Policy, services and legislative requirements updates	Relevant committees	Heads of Service	By local staff as and when necessary National Welsh Government Workshops?	2 nd 6 Months and into main training programme
Scrutiny chairing (committee and meeting management)	All Scrutiny chairs	External facilitators	Materials from external facilitators	2 nd 6 Months
Chairing Skills (meeting management)	All chairs	External facilitators E learning	E learning available now on AWA	2 nd 6 Months
Social Media	All members	Comminucations /IT officers or external facilitators depending on local approach	E learning required	2 nd 6 months

(M) = Mandatory

Further training in both knowledge and skills to be determined from PDRs when induction complete