

## INDUCTION EVENTS TIMETABLE 2022

DATE AND TIME	EVENT
5th May	Local County Borough Council Elections
Monday, 9th May 9.30am – 12.30pm 1.30pm – 4.30pm 5.30pm – 7:30pm	<b>ALL ELECTED MEMBERS</b> Signing Register/Collection of Members Packs/Photographs/HR and Salaries and Wages, distribution of IT Equipment (process will take approximately 30 minutes) – morning and afternoon sessions for building orientation and tour of Penallta House Offices
Tuesday, 10th May  4.00pm Market Place offered  5.00pm Presentation  6.00pm – 7.00pm Market Place	<b>Presentation and Directorate Showcase ‘Your Council’ – Christina Harray, Dave Street, Richard Edmunds, Mark S. Williams, S. Harris and Heads of Service.</b>  Presentation by the Chief Executive on the key services provided by Council, organisational values and behaviours which will be held in the Council Chamber, Penallta House in person and by Live Event (offered as a choice to returning Members).  Directorate Show Case set up will be held in the Rhymney (Corporate Services and Education), Sirhowy (Economy and Environment) and Ebbw (Social Services and Housing) Rooms by Directorate with an integrated simultaneous Multi-Locational Event. This will provide Members with the opportunity to find out more about the Council’s services and meet senior officers and other Councillors.
Wednesday, 11th May  2.00pm and 5.00pm	<b>All Members Seminar - Code of Conduct and Governance Arrangements (Mandatory – combined with Live Event) - Rob Tranter/Lisa Lane/Gareth Jenkins (Safeguarding/Corporate Parenting)</b>  Presentation to explain: <ul style="list-style-type: none"> <li>• Councillor role and responsibilities</li> <li>• Decision Making and Council Governance Structures</li> <li>• Code of Conduct</li> <li>• Overview of the Council’s Constitution</li> <li>• Rules of Debate</li> <li>• Corporate Parenting/Safeguarding Policy</li> </ul> Held in the Council Chamber, Penallta House and via Microsoft Teams
Thursday, 12 <sup>th</sup> May  2.00pm and 5.00pm	<b>All Members Seminar - Meeting Participation – Conduct and Etiquette — Lisa Lane/Rob Tranter/Cath Forbes-Thompson, Emma Sullivan (Recommended – combined with Live Event)</b>  To include training on Speaking at Meetings, Respect and Conduct, Motions and Amendments and Webcasting, Meeting Recordings Dos and Don’ts for physical and multilocational meetings
Monday, 16th May	<b>All Members Seminar – Information Governance and Data Protection (Mandatory – combined with Live Event) – Carl Evans (Information Governance)</b>

<p>2.00pm and 5.00pm</p>	<p>Presentation to explain:</p> <ul style="list-style-type: none"> <li>• the requirements of data protection legislation and the penalties if data protection rights are not upheld, including the risk of up to £500,000 fines for mishandling of information.</li> <li>• how to handle information safely and effectively, and to comply with your data protection and freedom of information legal obligations, to protect the Council, the public, and yourselves.</li> </ul> <p>Held in the Council Chamber, Penallta House and Online Live Event</p>
<p>Tuesday, 17<sup>th</sup> May</p> <p>2.00pm and 5.00pm</p>	<p><b>All Members Seminar – Member Support and Working in a Digital Environment – Mark Cooper, Michelle Riley, Emma Sullivan, Lisa Lane, Cath Forbes-Thompson (Recommended combined with Live Event)</b></p> <p>To include training on Microsoft Office, Meeting Requests, Mod. Gov. Meeting Packs, Members Portal, Services Requests and Multi-Location Meetings, CCBC Website, meeting the Democratic Services Team, Points of Contact, Equipment Support and Stationery Request.</p> <p>Members will be taken through the use of Outlook, finding information on the CCBC Website, using the Members Portal for service requests, sources of information and alerts, accessing Committee Documents and how to use zoom functions, search pdfs, changing backgrounds and screen brightness for ease of use and hints and tips for working well digitally.</p>
<p>Wednesday, 18<sup>th</sup> May</p> <p>5.00pm</p>	<p><b>All Members Seminar – Smart and Safe Working Practices – IT, Communications Unit and Head of People Services, Health and Safety – CCBC Officers/WLGA/Gwent Police (Recommended Combined with Live Event)</b></p> <p>The presentations to explain:</p> <ul style="list-style-type: none"> <li>• How to work safely in the community</li> <li>• Organising and holding ward surgeries</li> <li>• Using Social Media/Social Media Policy</li> <li>• Managing your on-line presence</li> <li>• Stress Management, Personal Resilience and Work Life Balance</li> </ul> <p>Held in the Council Chamber, Penallta House and Online Live Event.</p>
	<p style="text-align: center;"><b>ANNUAL GENERAL MEETING OF COUNCIL</b> The Council Chamber, Penallta House</p>
<p>Monday 23<sup>rd</sup> May</p> <p>5.00pm</p>	<p><b>All Members Seminar (Recommended) – An introduction to Social Services and Housing Directorate</b></p> <p><b>Corporate Director for Social Services and Housing/ Assistant Directors/Chief Housing Officer</b></p> <p>Presentation on the Directorate Areas of Responsibility, Chief Officers, Projects and Plans and the role of the Elected Member within this area (Corporate Parenting, Safeguarding, Reporting and Supporting, Scrutiny - Housing and Regeneration Scrutiny Committee &amp; Social Services Scrutiny Committee)</p>

	<p>Communications Unit to provide a short video clip.</p> <p>Held in the Council Chamber, Penallta House and Online Live Event</p>
<p>Tuesday 24<sup>th</sup> May</p> <p>5.00pm</p>	<p><b>All Members Seminar (Recommended) – An introduction to Education and Corporate Services Directorate</b></p> <p><b>Corporate Director for Education and Corporate Services/Heads of Service/Chief Education Officer</b></p> <p>Presentation on the Directorate Areas of Responsibility, Chief Officers, Projects and Plans and the roles of the Elected Member within this area (21<sup>st</sup> Century Schools, Education Attainment, Education Admissions and Appeals, Finance, Performance, IT and Customer Services, Licensing &amp; Trading Standards, Transformation, Scrutiny – Education Scrutiny Committee and Policy and Resources Scrutiny Committee)</p> <p>Communication Unit to provide a video clip.</p> <p>Held in the Council Chamber, Penallta House and Online Live Event</p>
<p>Wednesday 25<sup>th</sup> May</p> <p>5.00pm</p>	<p><b>All Members Seminar (Recommended) – An Introduction to Economy and Environment Directorate</b></p> <p><b>Corporate Director for Economy and Environment</b></p> <p>Presentation on the Directorate Areas of Responsibility, Chief Officers, Projects and Plans and the roles of the Elected Member within this area (Regeneration, Waste, Engineering, Parks, Highways, Civil Parking, Town Centres, Business Development, Scrutiny – Housing and Regeneration Scrutiny Committee, Environment and Sustainability Scrutiny Committee and Policy and Resources Scrutiny Committee.</p> <p>Communications Unit to provide video clip.</p> <p>Held in the Council Chamber, Penallta House and Online Live Event</p>
<p>Thursday, 26<sup>th</sup> May</p> <p>5.00pm</p>	<p><b>All Members Seminar (To Include Lay Members of Governance and Audit Committee) – Introduction to Finance, Governance and Audit</b></p> <p><b>(Mandatory for Members of the Governance and Audit Committee – Recommended to Newly Appointed Councillors)</b></p> <p>Presentation will explain:</p> <ul style="list-style-type: none"> <li>• Where the Council gets its funding and how it is spent</li> <li>• Understanding Financial Terminology</li> <li>• Budget setting and medium-term financial planning</li> <li>• The role of the Governance and Audit Committee</li> </ul> <p>Held in the Council Chamber, Penallta House and Online Live Event</p>
<p><b>MEETING CYCLE BEGINS</b></p>	

Monday, 30 <sup>th</sup> May  2.00pm and 5.00pm	<b>All Members Seminar – Planning (Mandatory for Members of the Planning Committee – Appointed at AGM and Recommended to Newly Appointed Councillors)</b>  Background and introduction to the Council’s Planning responsibilities.  Held in the Council Chamber, Penallta House and Online Live Event.
Wednesday, 1 <sup>st</sup> June  2.00pm and 5.00pm	<b>All Members Seminar – Licensing (Mandatory for Member of the Licensing Committees and Recommended to Newly Elected Councillors)</b>  Background and introduction to the Council’s Licensing and Trading Standards responsibilities  Held in the Council Chamber, Penallta House and Online Live Event.
Monday 6 <sup>th</sup> June  5.00pm	<b>All Members Seminar - Welcome to Scrutiny – C. Forbes-Thompson/Mark Jacques</b>  <b>(Mandatory for Scrutiny Members appointed at AGM – Recommended for all Other Councillors)</b>  A guide to Scrutiny and your role as an elected Member.  Held in the Council Chamber, Penallta House and Online Live Event
Tuesday, 7 <sup>th</sup> June  5.00pm	COUNCIL
Wednesday, 8 <sup>th</sup> June  4.00pm – 5.00pm Formal Meeting	<b>INTRODUCTION TO THE PLANNING COMMITTEE (30 MINS) – FOLLOWED BY THE FORMAL PLANNING COMMITTEE AT 5.00PM</b>  <b>(Mandatory for Planning Committee Members)</b>
Thursday, 9 <sup>th</sup> June  10.00am	TAXI AND GENERAL LICENSING SUB COMMITTEE MEETING
Monday, 13 <sup>th</sup> June  5.00pm	<b>All Members Seminar – Equalities and Diversity</b>  <b>(Mandatory For All Members)</b>  Held in the Council Chamber, Penallta House and Online Live Event
Tuesday, 14 <sup>th</sup> June  1.00pm – 2.00pm	<b>INTRODUCTION TO THE GOVERNANCE AND AUDIT COMMITTEE (30 MINS) – FOLLOWED BY THE FORMAL MEETING AT 2.00PM</b>  <ul style="list-style-type: none"> <li>• Terms of Reference for the Committee</li> <li>• Asking Questions</li> <li>• Meeting Procedures and Voting</li> </ul> Held in the Sirhowy Room, Penallta House.
Monday, 20 <sup>th</sup> June	<b>All Members Seminar – Gwent Police and Crime Commissioner</b>

5.00pm	<p><b>(Recommended to All Members)</b></p> <p>Members will be introduced to and receive a presentation from the Office of the Gwent Police and Crime Commissioner.</p> <p>Held in the Chamber at Penallta House</p>
Monday, 11 <sup>th</sup> July 5.00pm	<p><b>All Members Seminar (Recommended) – Gwent Police</b></p> <p><b>(Recommended to All Members)</b></p> <p>Members will receive a presentation from the Chief Constable for Gwent Police.</p> <p>Held in the Chamber Penallta House</p>
	AUGUST RECESS
Monday 19 <sup>th</sup> September 5.00pm	<p><b>Member Training – Chairing Skills in a Multi-Locational Environment</b></p> <p>Members will receive training on how to Chair a multi-location meeting effectively, the role of the Chair, preparation, best practice and managing a successful meeting.</p> <p><b>(Highly Recommended for Newly Appointed Chairs, Those Chairing Multi-Locational Meetings for the first time and Those with an interest in Chairing Meetings).</b></p>
Monday 10 <sup>th</sup> October 5.00pm	<p><b>All Members Seminar (Mandatory) – Violence Against Women, Domestic Abuse and Sexual Violence</b></p>
Monday 14 <sup>th</sup> November 5.00pm	<p><b>All Members Seminar (Mandatory) –Unconscious Bias and Protected Characteristics - Shiny Red Apple (Anna Morgan Facilitator)</b></p>

- **The provision of a simultaneous live event will depend on the progress of the refit of Penallta House meeting rooms to support multi-locational meeting requirements.**