

Example 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
<b>ICT induction and equipment</b>	<b>All members (M)</b>	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
<b>Code of Conduct and Ethics</b>	<b>All members(M)</b>	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
<b>Constitutional matters including meeting participation</b>	<b>All members(M)</b>	HODS/DS officers/senior member	Materials available now in each authority	1st 6 Months
<b>Decisions for Future Generations (Wellbeing of Future Generations Act)</b>	<b>All Members(M)</b>	Workshop - Appropriate senior officers and experienced members. And e learning	National workshop? E learning available now on AWA	1 <sup>st</sup> 6 months
<b>Introduction to equalities</b>	<b>All members(M)</b>	Equalities Officers workshop and e- learning	Available now on AWA e- learning (Governors module) and workshop materials available in each authority.	1st 6 Months
<b>Safeguarding</b>	<b>All members(M)</b>	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
<b>Data Management and FOI</b>	<b>All members(M)</b>	Workshop and e learning	2 modules available now on AWA employees section - Data Protection Awareness and Freedom of Information	1st 6 Months

<b>Corporate Parenting</b>	<b>All members(M)</b>	Directors of SS	Workshop material available now in each authority. Is e learning also required?	1st 6 Months
<b>Finance including budgeting and treasury management</b>	<b>All members(M)</b>	Finance Directors e- learning	Workshop material available now in each authority. E learning required	1st 6 Months
<b>Planning committee</b>	<b>Planning Committee(M)</b>	Planning Officer	Workshop material available now in each authority	Prior to first meeting
<b>Standards</b>	<b>Standards Committee(M)</b>	Monitoring Officer	Workshop material available now in each authority	Prior to first meeting
<b>Licensing</b>	<b>Licensing Committee(M)</b>	Licensing Officer	Workshop material available now in each authority	Prior to first meeting
<b>Audit</b>	<b>Audit Committee(M)</b>	Finance Officer	Workshop material available now in each authority	Prior to first meeting
<b>Appointments, appeals and interview skills</b>	<b>Panel members(M)</b>	HR Director	Workshop material available now in each authority	Prior to participating
<b>The role of Scrutiny</b>	<b>All members(M)</b>	HODS/Scrutiny officers	Workshop material available now in each authority	Prior to first scrutiny meetings
<b>Planning for non- planning members - protocols</b>	<b>All members (M)</b>	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 <sup>nd</sup> 6 Months
New Cabinet Development	Cabinet	External facilitators	Materials from external facilitators	2 <sup>nd</sup> 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 <sup>nd</sup> 6 Months and into main training programme
Scrutiny chairing (committee and meeting management)	All Scrutiny chairs	External facilitators	Materials from external facilitators	2 <sup>nd</sup> 6 Months
Chairing Skills (meeting management)	All chairs	External facilitators E learning	E learning available now on AWA	2 <sup>nd</sup> 6 Months

**(M) = Mandatory**

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