

When	What	Why	Mandatory / Recommended	Delivery Method	Supporting Guidance
End of 2021/early 2022	Candidate Briefing Sessions	To promote the role of councillor and encourage people to stand as candidates for election	N/A	Both in person and online only	WLGA Be a Councillor campaign IRPW information Experience from councillors of the role Councillor Role Descriptions
10 th May 2022	Welcome, Introductions and orientation	Introductions and welcomes for all members. Meet senior officers and familiarise with County Hall and Council Chamber. Sign declaration of acceptance of office (statutory requirement), photo opportunities etc	Mandatory	In Person	
12 th May 2022	Decision making, ethics and standards of behaviour (E-Learning)	Introduction to local governance arrangements and constitution, how decisions are taken, structures etc Code of conduct training for all members to be aware of the expectations of them when undertaking councillor duties. Overview of how council meetings operate online, broadcasting, rules of engagement.	All members should undertake regular code of conduct training as a matter of good practice	Either	Member Officer Protocol.pdf Members' Code of Conduct.pdf Protocol for Self Regulation of Member Conduct.pdf

		ICT collection and set up likely to be around this time if not available for the 9 th and in advance of AGM the following week.			
17 th May 2022	Chief Executive session	Information sharing session from the chief executive ahead of the Council AGM	Recommended	Likely in person if situation allows due to AGM the same day.	
19 th May 2022	ICT Drop in session	Opportunity for members to follow up on queries with their device and equipment.	As required	In Person	
19 th May 2022	Chief Executive Session	Information sharing session from the chief executive ahead of the deferred full Council Meeting.	Recommended	Likely in person if situation allows due to Council the same day	
23 rd May 2022	Online service area introductions	Opportunity for members to meet with each chief officer and the senior managers to get an overview of the responsibilities of each service and know who to contact	Recommended	Online – possible use of breakout rooms	
24 th May 2022	Licensing Committee Training (E-learning)	Overview of the licensing system works, how the committee operates and the legislation that sets out the processes to be followed Licensing Committee to follow session if required	Mandatory for all Licensing Committee members – open to all members.	Can be online	
26 th May 2022	Introduction to Local	To give members an overview of Local	Mandatory for all Governance	Online	Guide to Local Government Finance

	Government Finance (E-Learning)	Government Finance, provide details on the budget process in Monmouthshire and the role of the Audit Committee	and Audit Committee Members – open to all members.		
27 th May 2022	Orientation	Site visits to various offices throughout Monmouthshire if possible.	Recommended	In person	
31 st May 2022	Planning Committee Training (E-Learning)	To give members an outline of the planning system and an understanding of planning law and how it links with the Planning Committee.	Mandatory for all Planning Committee Members. Recommended to all members as there may be a need to speak at planning committee on behalf of residents.	Online	Planning Handbook - A guide for Councillors.pdf Planning Service.docx Gypsy and Travellers Sites - Councillor Responsibilities.pptx
2 nd June 2022	Safeguarding, Corporate Parenting and Personal Safety (E-learning)	And understanding of the role members play in safeguarding and corporate parenting as well as ensuring they have the tools to carry out their roles safely.	Mandatory	Online	Democratic Services - Health and Safety Corporate Parenting Workbook.pdf Safeguarding - A Councillors Workbook.pdf
7 th June 2022	Scrutiny (E-Learning)	The role of scrutiny and how to be an effective scrutiny member	Mandatory	Online	
9 th June 2022	Chairs Training (E-Learning)	Training for Chairs of Committees in how to manage meetings effectively	Mandatory for all committee chairs	Online	WLGA Charing Skills Guidance WLGA Influencing Skills

June – Aug 2022	Equalities, Diversity & Welsh Language (E-Learning)		Recommended	Online	
	Standards Committee Training	Overview for members of the standards committee and standards regime	Mandatory for Standards Members Recommended for all members to meet independent standards members	Online	
	Data Management, FOI and GDPR Regulations (E-Learning)	Understand expectations of you with regard to data management, how deal with Freedom of Information requests and how GDPR relates to you.	Recommended	Online	GDPR Overview Members sheet V2.pdf Freedom Of Information Policy April 2012.doc Advice for the elected and prospective members of local au...
	Social Services and Wellbeing Act (E-Learning)	Understand how the Social Services and Wellbeing Act impacts your role as a councillor	Recommended	Online	
	Policy and Future Generations Act (E-Learning)	Understanding how the Future Generations Act is applied and relates to the decision you make as a councillor	Recommended	Online	Future Generations - 19 10 16 - Access for All Forum.pptx Making Sustainable Decisions.pdf
	Planning Committee for Non planning	Opportunity for members not sitting on planning committee to understand	Recommended	Online	Planning Service.docx Gypsy and Travellers Sites - Councillor Responsibilities.pptx

	committee members (E-Learning)	how it links to their role, their right to speak and make representation etc			
	Public Speaking and Social Media Training (E-learning)	Opportunity for members to understand how to present themselves when addressing committees or public speaking and how to deal with queries from the media	Recommended		WLGA Guidance - Online Abuse of Councillors WLGA social Media Guidance for Councillors.doc
	Climate Change Workshop	Understand the position and agenda with regards to Climate Change within the Council	Recommended	Online	
	Violence against Women and Domestic Violence (E-Learning)	Understand the how you can prevent violence against women and domestic violence in your role as a Councillor	Recommended	Online	
	Various Service/Project Specific Workshops	Looking for feedback from Members on what would be useful: Corporate Joint Committees City Deal My View MonMaps ICT Drop in Sessions Mod Gov App SRS EAS Emergency Planning Customer Services/Complaints			

E-Learning – A national collaboration project currently underway and hoping to have all modules where its notes E-Learning above, available for members to undertake online if unable to sessions during the induction programme.