Induction Programme for Elected Members

November 2021

Unless otherwise stated all meetings will take place in Gilbert House

Friday 5 November		
11.30-12.30	Swearing of Executive Council Oaths (*Drawing Room, Government House*)	HE The Governor, All MLAs/Spouses/Partners, CE, FS, AG, CoLA, PA, Admin Assistant, Media, Jo Summers (Photographer)
12.45	Meet and Greet with the Staff to include sandwich lunch **<u>Decision on MLA attendance at JMC Meetings UK— 15-19 Nov (MLA to depart on 9 Nov)</u>** Immediate Housekeeping information and provision of IT equipment and relevant documentation. Legislature Department Roles and Services.	MLAs, CoLA, PA and Admin Assistant
14.00	The Role and Structure of the Government, the Administration and the CE. Update on current key issues and ongoing business.	Andy Keeling Chief Executive
15:30	Discussions regarding election of the Speaker and Deputy Speaker.	
Saturday 6 and Sunday 7 November		
	Free Day	

Monday 8 November

09.00	Legislative Assembly • Election of Speaker and Deputy Speaker • Swearing in and Election of Members to Executive Council • Motion for Adjournment (*Court & Assembly Chambers*) Photoshoot of the First Assembly Meeting by Jo Summers	
10.30 - 12.00	Briefing on Political/External Matters.	HE the Governor
12.00—13.00	Lunch	
13.30-14.30	The Role of the Governor under the Constitution	HE The Governor
14.30-16.30	The Role of the MLA under the Constitution: • Role Description • Executive Council and Legislative Assembly procedure • Ethics, Conduct and Confidentiality • Decision making • Chairing and Membership of outside bodies and non-government organisations • Public Accounts Committee • Complaints Commissioner • Portfolios • □ Officer/Member Protocol	Attorney General Clerk Legislative Assembly Speaker of the House
18.00-19.30	Reception hosted by the Chief Executive. (*Malvina House Hotel*)	MLAs and Spouses, Directors and Heads of Services

Tuesday 9 November		
09:00 - 10.15	Government Finances Standing Finance Committee Briefing on EXCO Report Draft Budget Planning 2022/23	Head of Finance Chief Executive
10.15-10.30	Coffee Break	
10.30-12.00	Capital Programme Briefing Procurement Processes	Director Development & Commercial Services, Director Public Works
12.00-13.00	Lunch	
13.00— 14.00	Economic Briefing	Chief Economist Director Policy & Economic Development Chief Executive
14.15 - 16.00	Committees (Public Access) Ordinance 2012 - guidance Chairing of Committees/Committee Terms of Reference	Attorney General/Clerk

Wednesday 10 November		
09.00—10.00	Policy Priorities Briefing	Director Policy & Economic Development
10.00—10.15	Coffee Break	
10.15 –11.15	Legislation Priorities	Attorney General/Statue Law

		Commissioner
12.00—13.00	Lunch	
13.00—15.00	Environment Strategy Public Health Strategy Housing Strategy Labour Force Strategy	Director Policy & Economic Development and Team
15.00-15.15	Coffee Break	
15.15 - 16.30	Sea Lion Update	Director Mineral Resources and Chief Executive

Thursday 11 November		
	All Day to include Smokos and lunch	
09.00—16.30	Remaining Director Briefings—current and future work priorities (separate agenda to be issued) (Court & Assembly Chambers)	All CMT/MLAs

Remaining Director Briefings – Current and Future Work Priorities

AGENDA

Thursday 11 November 2021, Court & Assembly Chambers

All Directors to cover key challenges and staffing issues as well as the main service areas and partnership working.

09:05-09:20 (15 mins) Mineral Resources Stephen Luxton
Sea Lion update scheduled for 10 November

09:20-10:00 (40 mins) Emergency Services & Island Security Pam Trevillion
Police
Prison & Probation
Fire & Rescue
Customs & Immigration
FI Defence Force
Maritime Authority

10:00-10:20 Smoko

10:20-10:50 (30 mins) Development & Commercial Services Catherine Silva Donayre
Capital programme, and procurement briefing scheduled for 09 November
Port project briefing scheduled for 22 November

FIG Air Service
Leisure Centre
Planning & Building
Courts Admin
Major Projects
Programme Management
Procurement & Contracts
TV/Radio Services/Telecoms
LATAM Agreement
ICT & Cybersecurity

<u>Outsourced Services:</u>
IT Services
Ferry & Coastal Shipping
FIPASS Management

10:50-11:20 (30 mins) Policy & Economic Development Director of Policy & Economic Development
Economic briefing scheduled for 09 November
Policy priorities, Environment, Public Health, Housing & Labour Force briefings scheduled for 10 November

	Policy Environment National Archives Communications & Media Public Health	
11:20-12:00 (40 mins)	Education Education Policy Community School Infant/Junior School Camp Education Further & Higher Education Falklands College Christie Community Library Stanley House	Marie Horton
13:00-13:40 (40 mins)	Natural Resources ITQ Briefing scheduled for 22 November Fisheries Agriculture Veterinary & Biosecurity	Andrea Clausen
13:40-14:20 (40 mins)	Public Works Design Contracts Materials (Quarry & Asphalt) Plant & Vehicles Highways Power & Electrical Property & Municipal Water Housing Building maintenance Fox Bay Village Waste	Colin Summers
14:20-14:45 (25 mins)	Human Resources	Carol Hever
14:45-15:00 (15 mins)	Law & Regulation Committees briefing scheduled for 09 November Legislation priorities briefing scheduled for 10 November Further briefings listed: Legislative Process: Policy-Legislation Legal Services Registry	Simon Young

Regulation
Law Commissioner
Civil Aviation

15:00-15:20 Smoko

15:20-15:35 (15 mins) Finance — Tracey Prior (Head of Finance)
Government finances, Standing Finance Committee and draft Budget Planning briefing scheduled for 09 November
Further briefing listed for December 2021: Enhanced Finance

Finance
Taxation
Audit
Pensions

Outsourced Services:
Post Office

15:35-16:15 (40 mins) Health & Social Services — Dr Rebecca Edwards OBE (Acting Director)
Health Services including:
O Accident & Emergency
O Primary Care (GP)
O Hospital In-patient and Out-patients
O Community Health
O Emotional Well Being (Mental Health)
O Medical Treatment Overseas

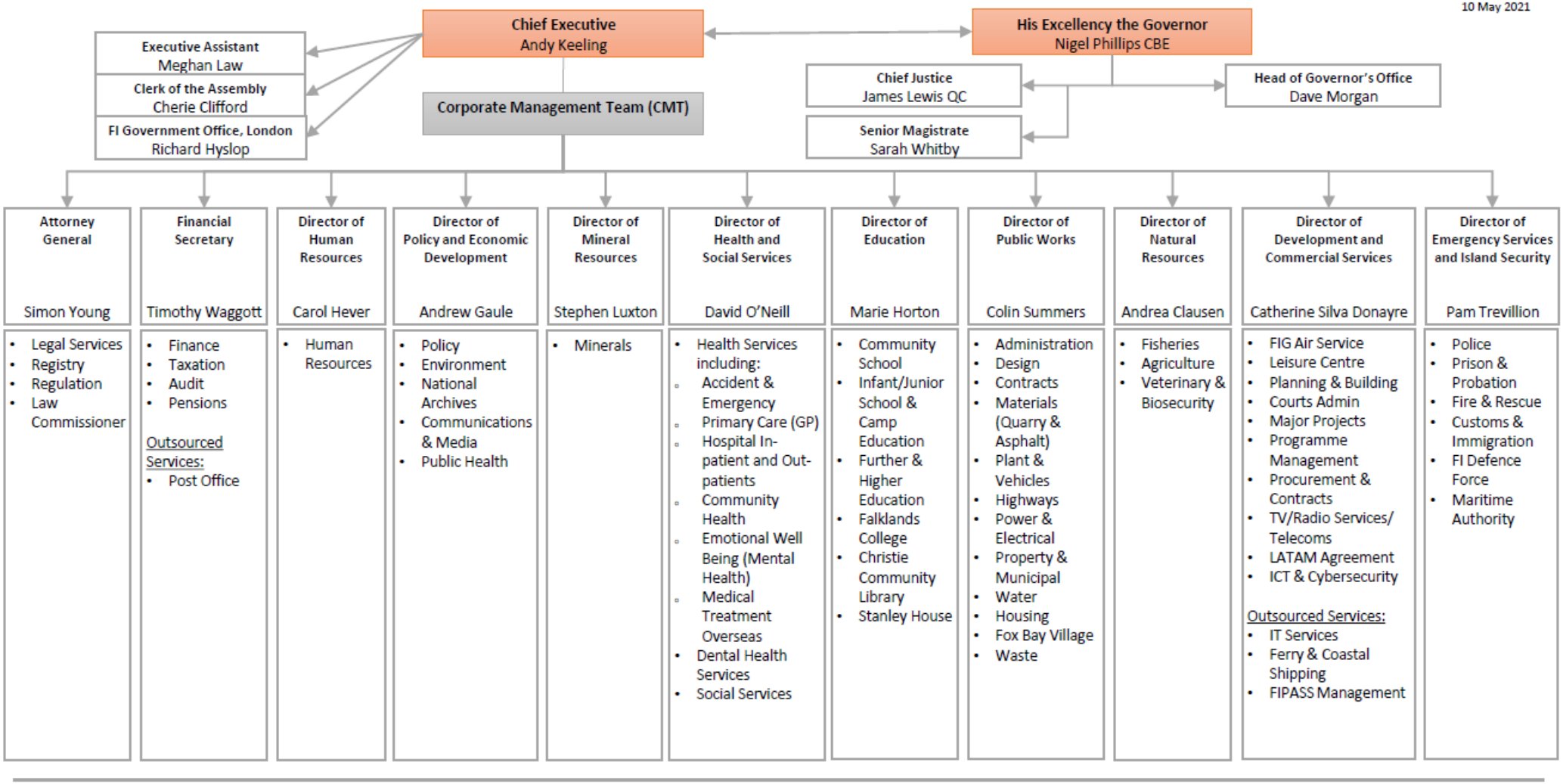
Dental Health Services
Social Services

16:15-16:30 Close Up (if necessary)

Appendix A

FALKLAND ISLANDS GOVERNMENT

10 May 2021



Legislative Assembly	
8 Elected Members Chief Executive Financial Secretary In Attendance: CBFSAI Attorney General	Elections to Legislative Assembly are held every 4 years. The next election is in November 2021.

Executive Council	
HE the Governor 3 Elected Members Chief Executive Financial Secretary In Attendance: CBFSAI Attorney General	The 3 Executive Members are elected from the 8 Members of the Legislative Assembly. Elections to Executive Council take place annually in October.

Friday 12 November		
	All Day session	Gilbert House
08.30-16.30	Portfolio Discussions	MLAs/Chief Executive
Saturday 13 November		
	Free	
Sunday 14 November **Remembrance Sunday**		
09.30	Seated at the Christ Church Cathedral	Pews will be reserved
	Roll of Honour	The Hon ??
10.40	Cenotaph	
	Roll of Honour / wreath layer	The Hon ??
Monday 15 November		
09.00 - 12.00	Office - MLA time	
10.00	Official Head shots – MLAs – Jo Summer's House, Rex Hunt Road	
13.30—15.00	MOD briefing	CBF and Senior Officers/CE
15.00—16.30	Office time	

Tuesday 16—Wednesday 17 November

Departmental Visits - Portfolio and Deputy Portfolio Holders

Post-Election Induction Programme
Departmental Visits

Date	Departments	Portfolio Holder
16 November 2021 09.00 -12.00	Development & Commercial Services [3hrs] *Argos Building* • Procurement & Contracts • Programme Management • Major Projects • Aviation Services • Planning Services • Courts • Stanley Leisure Centre Outsourced Services • FIPASS – Atlink	
09.00 -12.00	Public Works Department [1/2 day] *PWD Offices, Stanley Services* • Main Office • Megabid • Quarry • Power & Electrical • Water	
10.00 – 11.00	Law & Regulatory [1hr] *Law & Regulatory Office* • Law • Civil Aviation • Courts	
09.00 -12.00	Emergency Services Directorate *DESIS Offices, Ross Road* • Emergency Service • Police • Fire • FIDF • Maritime • Customs & Immigration	

- Civil Aviation Security (Falkland Security Services)

10.00 – 12.00 Treasury [2hrs]
Secretariat
- Treasury/Pensions
- Internal Audit
- Tax

09.00 – 11.00 Falkland Islands Office, London
[via Teams] [2hr]

09.00 – 11.00 Policy & Economic Development
Upstairs, Secretariat
- Policy Unit
- Environment
- Public Health

10.00 – 11.00 Human Resources
HR Department, Cable Cottage

See Programme Health Services
DHS Office, Lookout Industrial Estate
- Administration
- KEMH
- Social Services
- Community Care

09.00 – 16.30 Education [full day]
Education Office, St. Mary's Walk

09.00 Administration
09.00 – 10.00 Infant/Junior and Camp Education
10.0 – 11.00 Falkland Islands Community School
11.0 – 12.00 Falklands College and Library
13.0 – 14.00 Stanley Hostel
14.00 – 16.30 Early Years – Nurseries

10.00 – 11.00 Mineral Resources [1hr]
Minerals Office

09.00 – 12.00 Natural Resources [1/2 day]
Natural Resources, ByPass Road
- Fisheries
- Agriculture
- Veterinary

10.00 – 11.00 NGO: South American Atlantic Services [1hr]

SAAS Office, Airport Road

Date	Non-Government Organisations	Portfolio Holder
17 November 2021 09.00 – 10.00	Falkland Islands Development Corporation [1hr] *FIDC Office, Shackleton House, Davis Street*	
10.15 -11.15	Falkland Islands Tourist Board [1hr] *Jetty Centre.*	
13.30 -14.30	Falkland Landholdings [1hr] Farm visits can be arranged at a later date *Shackleton House, Davis Street*	
15.00 – 16.00	Falkland Islands Meat Company [1hr] *Sand Bay Abattoir*	
	Health Service (contd)	

Health Department Visit Schedule 16 – 17 November 2021

Tuesday 16th November 2021

9.00 to 10.00	Budget Holders meeting to brief new Portfolio Holder regarding each department & their responsibilities. Location Seminar Room	All Budget Holders
10.30 to 11.00	Visit to Reception, Primary Care, Health Visitor & School Nurse escorted by HM & DHSS	HM/DHSS/J Cockwel/CMO/R Wells & S Burrell
11.00 to 11.15	Visit to Dental Department	SDO/I Belova/J Robson
11.15 to 11.30	Visit to Pharmacy	T Allen
11.30 to 12.00	Visit to Mental & Emotional Well -Being Department	Dr Murphy & L Hadden
12.00 to 13.00	Lunch	
13.00 to 13.30	Visit to Imaging Department (X- ray, Mammography & CT Scan)	N Aldridge & S Lightfoot
13.30 to 14.15	Visit to Ward, Theatre, AE including Surgeon & Anaesthetist	M Heathman, J Dent, A Bloomfield, Mr Cheema & Anaesthetist
14.15 to 14.30	Visit to Pathology Laboratory	K Finlayson
14.30 to 14.45	Visit to Physiotherapy Department	K Moffatt & A Cockwell
14.45 to 15.15	Visit to Engineering & Logistic Department	M Barlow
15.15 to 15.30	Visit to Healthcare Governance	J Vincent
15.30 to 15.45	Visit to Speech & Language therapy Department	Sue Wilks
15.45 to 16.30	End of day meeting with DHSS, HM, CMO & CNO. Location: Seminar Room	DHSS, HM, CMO & CNO.

Wednesday 17th November 2021

9.00 to 10.00	Visit to Social Services Department	N Murphy
10.00-10.30	Finance team – Lookout Industrial Estate	DHSS & HM
10.45 to 12.00	Visit to Community Support Team including a visit to Tussac House location and possible Home visit.	D Buck & L McToal
12.00 to 13.00	Lunch	
13.00 to 14.00	Meet at KEMH for discussion with DHSS, HM, CMO & CNO. Location: Seminar Room	DHSS, HM, CMO (Dr Edwards) & CNO (M Heathman)

Thursday 18 and Friday 19 November		
All Day 08.30—16.30	Island Plan and MLA Priority setting	
Saturday 20 and Sunday 21 November		
	Free	
Monday 22 November		
09.00 –10.00	Time Management Expectations with Staff Member Remuneration Process	COLA/PA/Admin Assistant
10.00-10.30	Coffee Break	
10.30-12.00	ITQ Presentation (TBC)	Director Natural Resources
12.00	Lunch	
13.00-14.30	Briefing Port Project	Director Development Commercial Services Chief Executive
14.30-16.30	Office Time/Briefings as required	
Tuesday 23 November		
08.30 –11.00	Continuation of Island Plan Discussions MLA Meeting	
11.00—12.00	Meeting with the Governor	
13.30—15.00	Meeting with the Chief Executive	

Wednesday 24 November	
	Office Day
	Potential briefings on forthcoming EXCO reports from Chief Executive/Directors

Thursday 25 November	
09.00—12.00	SSL Board - Malvina House Hotel (Relevant Portfolio Holder)

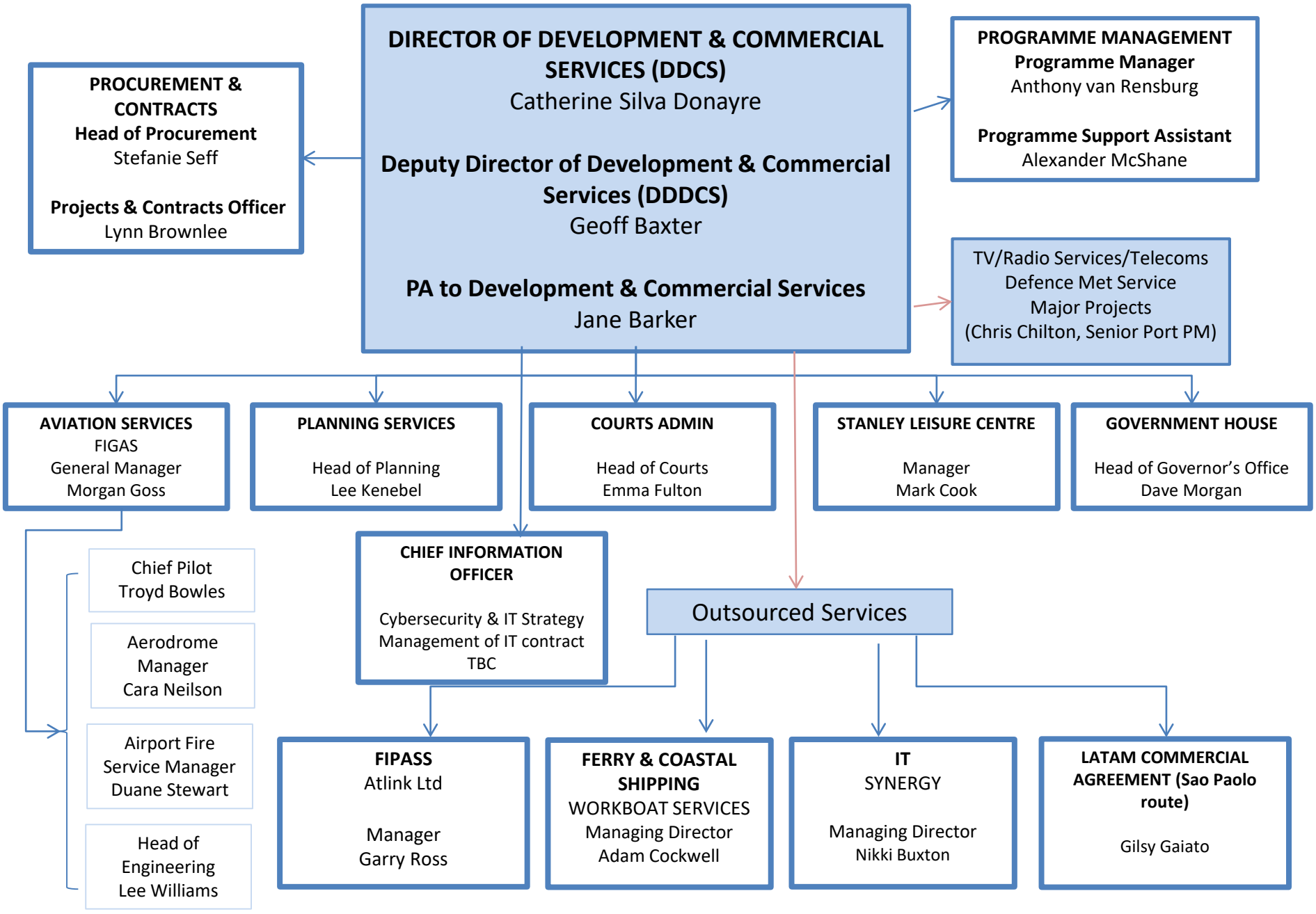
Friday 26 November	
	Office Day
13.30	Falkland Islands Development Board, Chamber of Commerce

The following sessions will be scheduled for January 2022

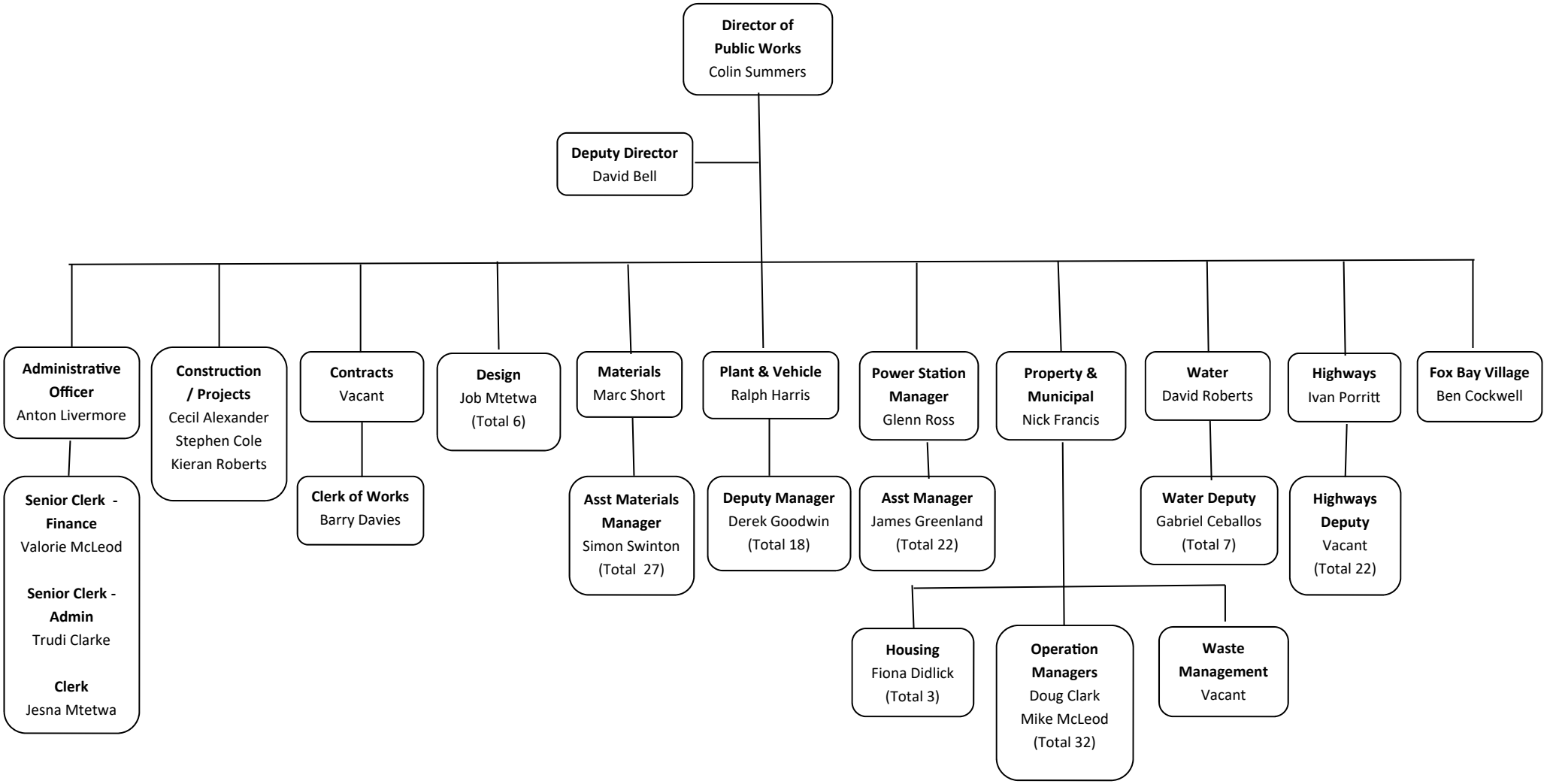
CPA Induction Programme (Parliamentarians from BIMR)
Media Training (Media Consultant Robert Taylor)

Further topics for discussion with Directors (not exclusive):
Enhance Finance Briefing (December 2021)
Legislative Process: Policy—Legislation
Role of MLAs on Boards etc
Decision making/Rule of Law
Safeguarding Training

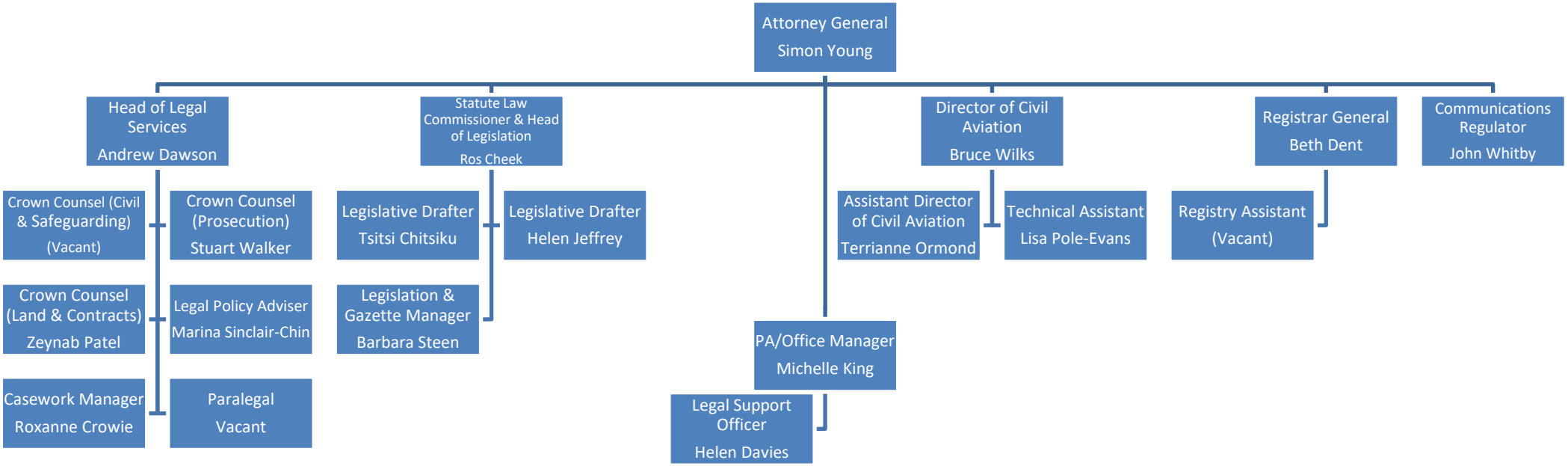
DEVELOPMENT & COMMERCIAL SERVICES



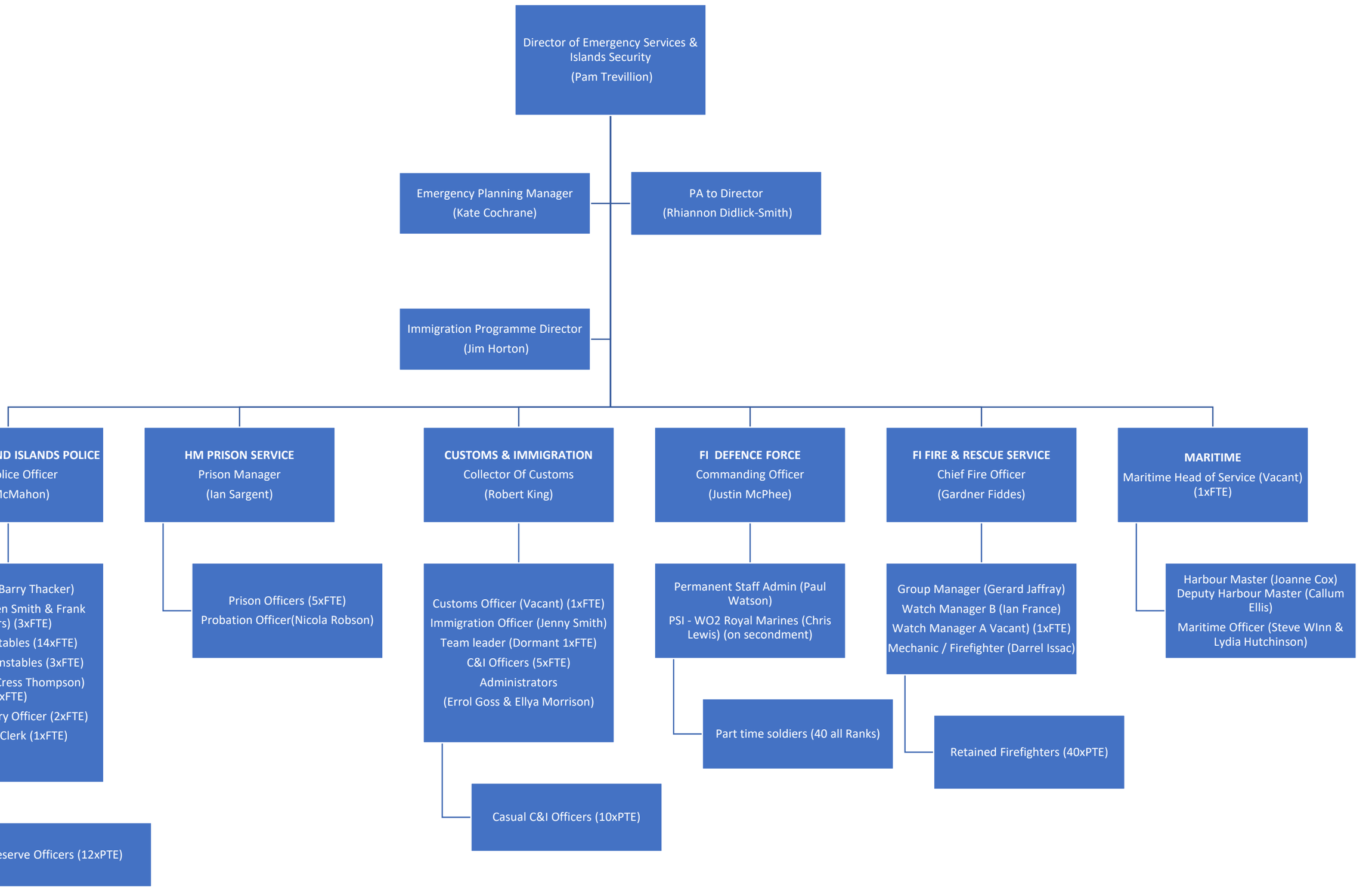
Public Works Department—Organisational Chart



LAW & REGULATION DIRECTORATE



Emergency Services & Island Security Directorate



Treasury

Timothy Waggott
Financial Secretary

Margaret Butler
Personal Assistant

Finance

Tracey Prior
Head of Finance

Satwinder Chandla
Financial Accountant

Kapil Jiwa
Financial Accountant
(Systems & Processes)

David Livermore
Management Accountant

Kristy Buckland
Senior Accounting Assistant

Rebecca Ross
Exchequer Supervisor
(Holiday Credit Scheme)

Bonita Goodwin
Accounting Assistant
(Debtors & Insurance)

Anya Smith
Accounting Assistant

Jo Kenebel covering for Cathy Pollard Maternity leave
Accounting Assistant
(Exchequer)

Stacey Poncet
Accounting Assistant

Tessa Davies-Berntsen
Accounting Assistant

Charlotte Middleton
Senior Finance Assistant

Jayne Miller (P/T
Finance Assistant

Pensions

Diana Aldridge
Senior Accounting Assistant

Georgina Anderson Smith
Accounting Assistant (Pensions)

Tiphanie Rodriguez Reid
Pensions Assistant

Audit

Phillip Honeybone
Chief Internal Auditor

(TBC) Internal Auditor

Jack Ford
Internal Auditor Trainee

Taxation

(awaiting replacement)
Head of Tax

Jody Aldridge
Deputy Head of Tax

Rebecca Rees
Company Taxation Officer

Richard Bullivant
Company Taxation Officer

Tracy Floyd
Senior Assistant Taxation Officer

Kirsty Cruickshank
Assistant Taxation Officer

Kayshai Reynolds
Assistant Taxation Officer

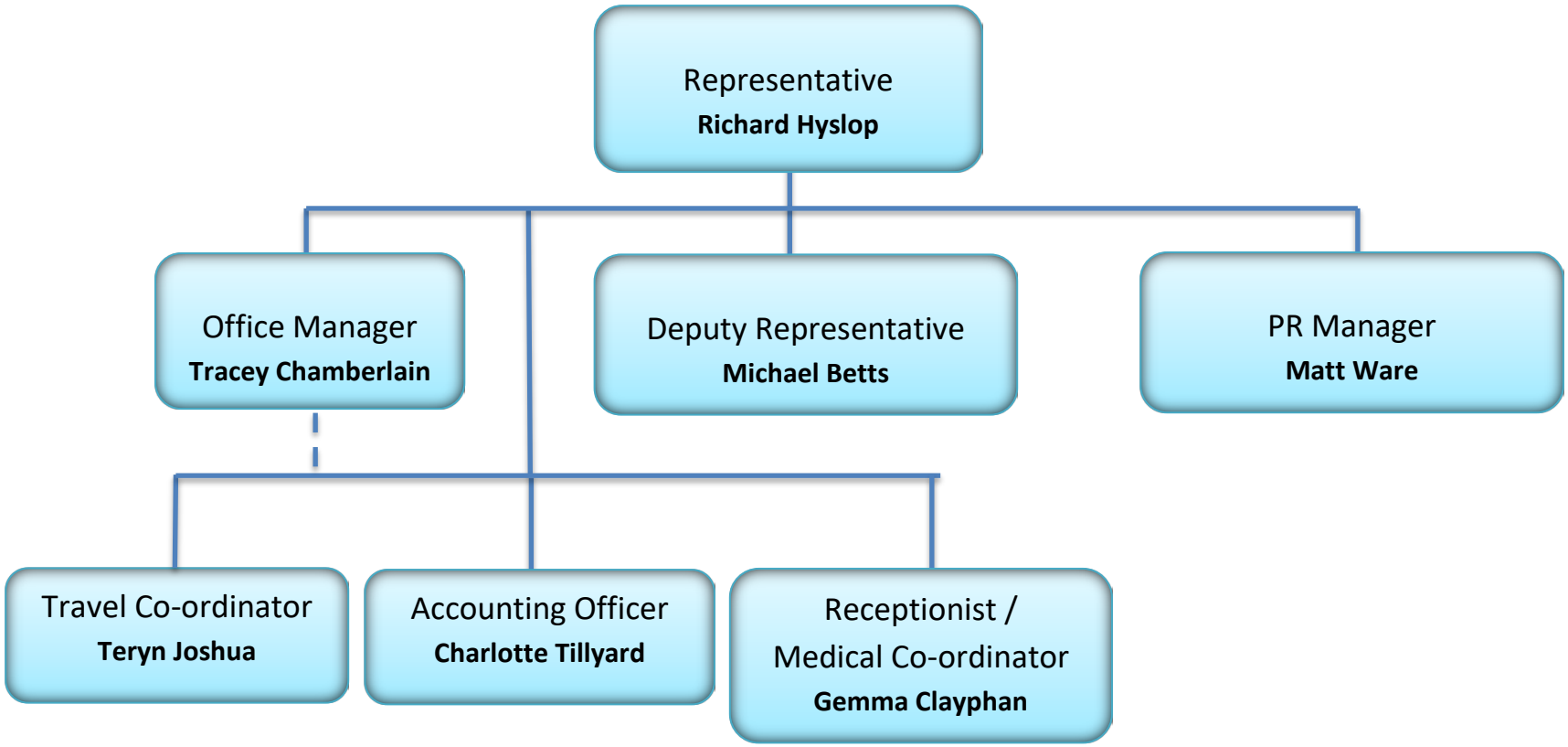
Julie Fiddes
Assistant Taxation Officer

Tansie Bonner
Assistant Taxation Officer

Stephanie Ferguson covering for Sarah Faria—Maternity leave
Clerk

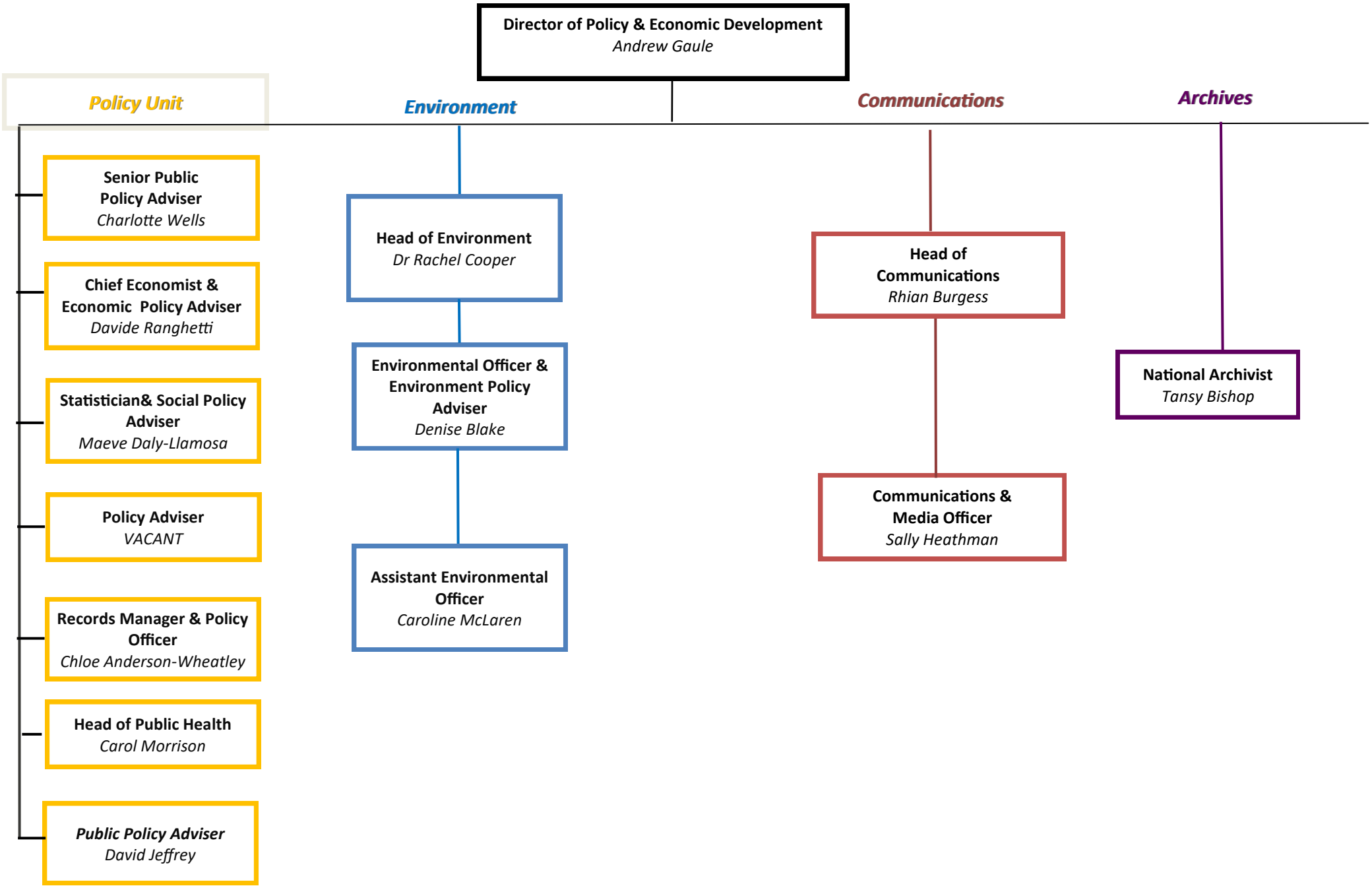
FALKLAND ISLANDS GOVERNMENT OFFICE – LONDON

ORGANISATIONAL CHART

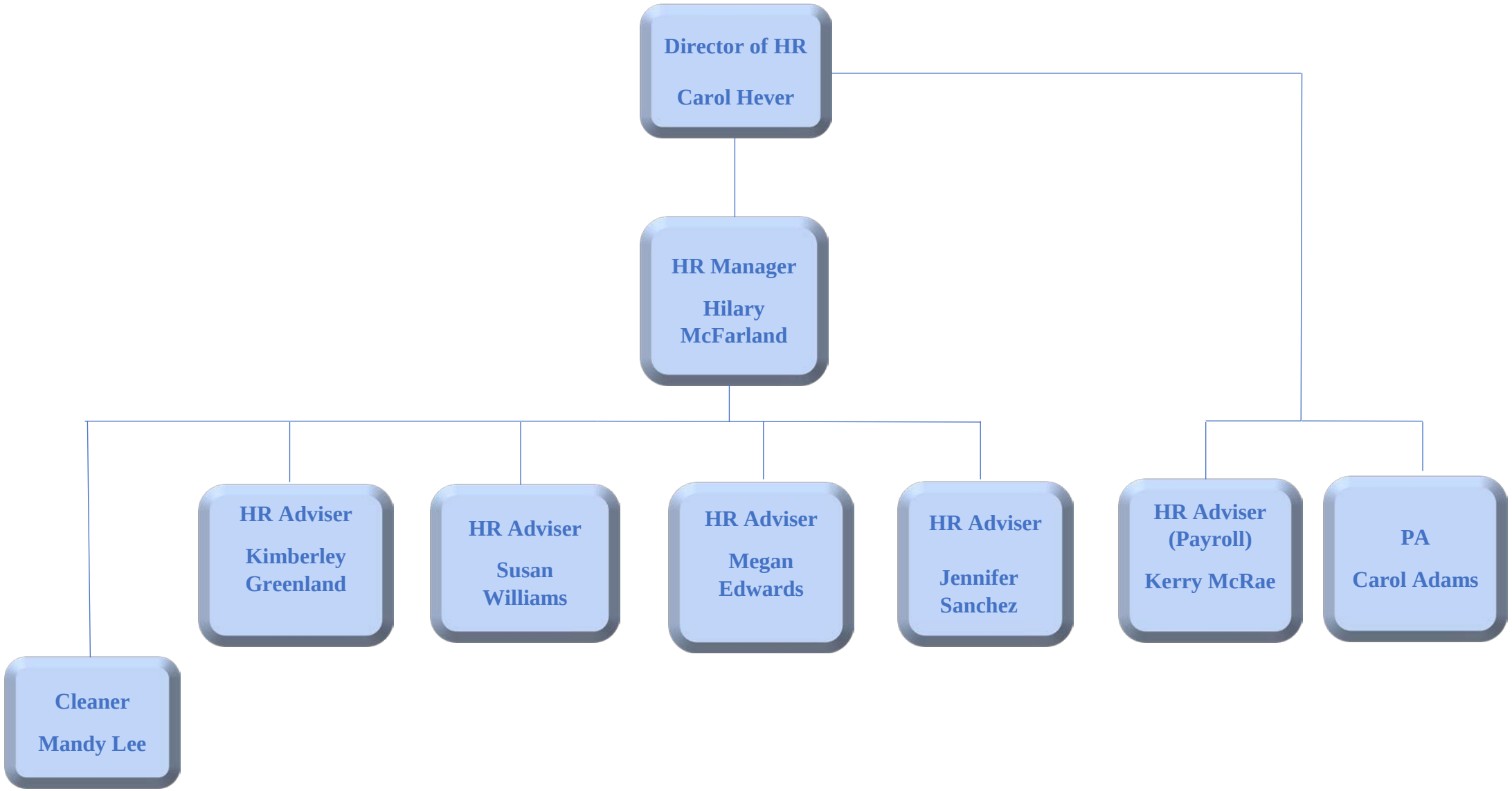


POLICY & ECONOMIC DEVELOPMENT STAFF CHART

January 2021



Falkland Islands Government – Organisation Chart (Human Resources)



Health and Social Services Directorate

Acting Director

Dr Rebecca Edwards

Head of Social Services

Nikki Murphy

- Office Manager
- Team Manager
  - Children's SW x 2
  - Adult SW x 1
  - Assistant SW x 2
  - Project Manager
  - Single income Support Worker
- Probation Officer
- YPU Team Leader
  - YPU Workers x 8

Chief Medical Officer

Dr Rebecca Edwards

- Caldecott Guardian
- Public Health
- GPs/Medical/Clinical Psychologist

- MTO Co-Ordinator
- Immigration Medicals

Nyree Heathman

Personal Assistants

Joe Birmingham

Jessica Campos

Chief Nursing Officer

Mandy Heathman

- Primary Care Nursing
- Health Visitor
- School Nurse
- Advanced Nurse Practitioners

- Emotional Well-being team

- Deputy CNO
- Occupational Therapy
- Community Nurses/ carers

- Deputy CNO
- Ward
- Theatre

Health Care Governance

Janette Vincent

Estates and Engineering Manager

Martyn Barlow

- Site Maintenance/Estate -Mechanical and Electro BioMedical Engineering
- Medical Equipment
- Capital Projects

Hospital Manager

Ann Hunt

Admin

- Practice Manager – Jenny Cockwell
  - Reception
- Primary Care

Allied Health

- Physio – **Kelly Moffatt**
- SALT - **Sue Wilks**
- Audiology
- Laboratory – **Kim Finlayson**
- Pharmacy – **Thomas Allen**

Facilities

- Cleaning
- Security/Drivers
- Kitchen

Logistics & Supplies Manager

Yve Middleton

Supplies Assistant

Senior Dental Officer

- Dentists
- Dental Nurses
- Dental Hygienist

Education Directorate

Director of Education
Marie Horton

PA to Director of Education – Lucille McMullen
Finance Clerk – Ismael Aravena
Quality & Performance Co-ordinator -
Education Department IT Support Technician – Zane Hirtle

Executive Headteacher of Schools
Karen Steen

College Development Manager
Emma Brook

Shield Co-ordinator
Shield Job Coach
X3 Shield Support Workers
0.5 Shield Support Worker - new
Office Manager
Finance Clerk
Exams Officer
Casual Staff (assessors)
Librarian
Careers Lead
Careers Assistant – new
Apprenticeship Co-ordinator
Workshop Manager – new (funding from Vocational Co-ordinator)
Vocational Co-ordinator – delete – March
Receptionist - new 2021

Principal of Primary
Anne Milston

Deputy Principal of Primary

Dorinda Rowlands
Well-being; PSHCE; PE; Religious Education; SMSC

Special Education Needs & Disabilities Coordinator
Rachel Whitehouse

SENCO - new

Principal of Secondary
Anthony Walker

Deputy Principal of Secondary

Gavin Roberts
History, Computing, PE, BTEC; Pastoral Year 11; Oversight K4

Stanley House Senior House Parent
Julie Courtney

Lynne Foster – Deputy Senior House Parent
4 House Parents
1 Night-watchman (fixed term) – request to move to establishment - new
2 cooks
2 p/t cleaners

Primary School Leadership Team

TLR1: Childcare Advisory Teacher & FS Leader: **Joanne Ford**
Camp Manager: **Eliza Jarvis**
TLR2: Maths & Science: **Andrea Stanworth**
TLR2: Maths & Science: **Lucy Gutteridge**
TLR2: English; MfL; Geography; History: **Charlotte Mountford**
TLR2: Computing; Art; DT; Music: **Karen Armstrong**
TLR2 Camp Education: **Sarah-Jane Edwards**

25 Primary Teachers & 25 Learning Support Assistants

Additional request
EAL teacher -new
X6 new LSA's

Secondary School Leadership Team

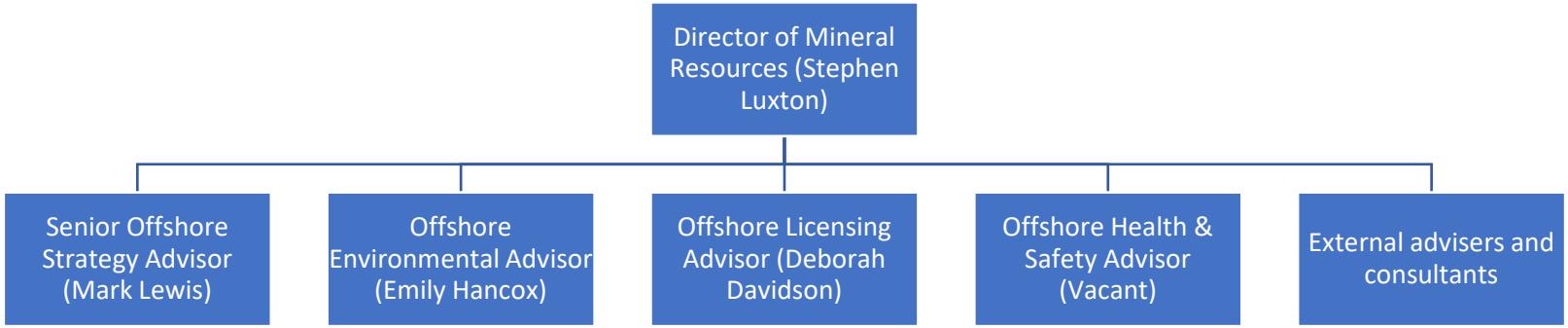
TLR1 KS3 Pastoral Lead, PSHCE & assembly programme: **Debbie James**
TLR2 KS4 Pastoral Lead, PSHCE & work exp programme **Charlotte Fenwick**
TLR1 Teaching & Learning & Curriculum Link Humanities & Arts (History, Geography, RE, Art, Music) – Vacant Post
TLR2 Science, Health & Social Care **Liam Ledger**
TLR2 English **Leah Lewis**
TLR2 Maths: **Simon Gilbert**

22 Secondary Teachers & 12 Learning Support Assistants

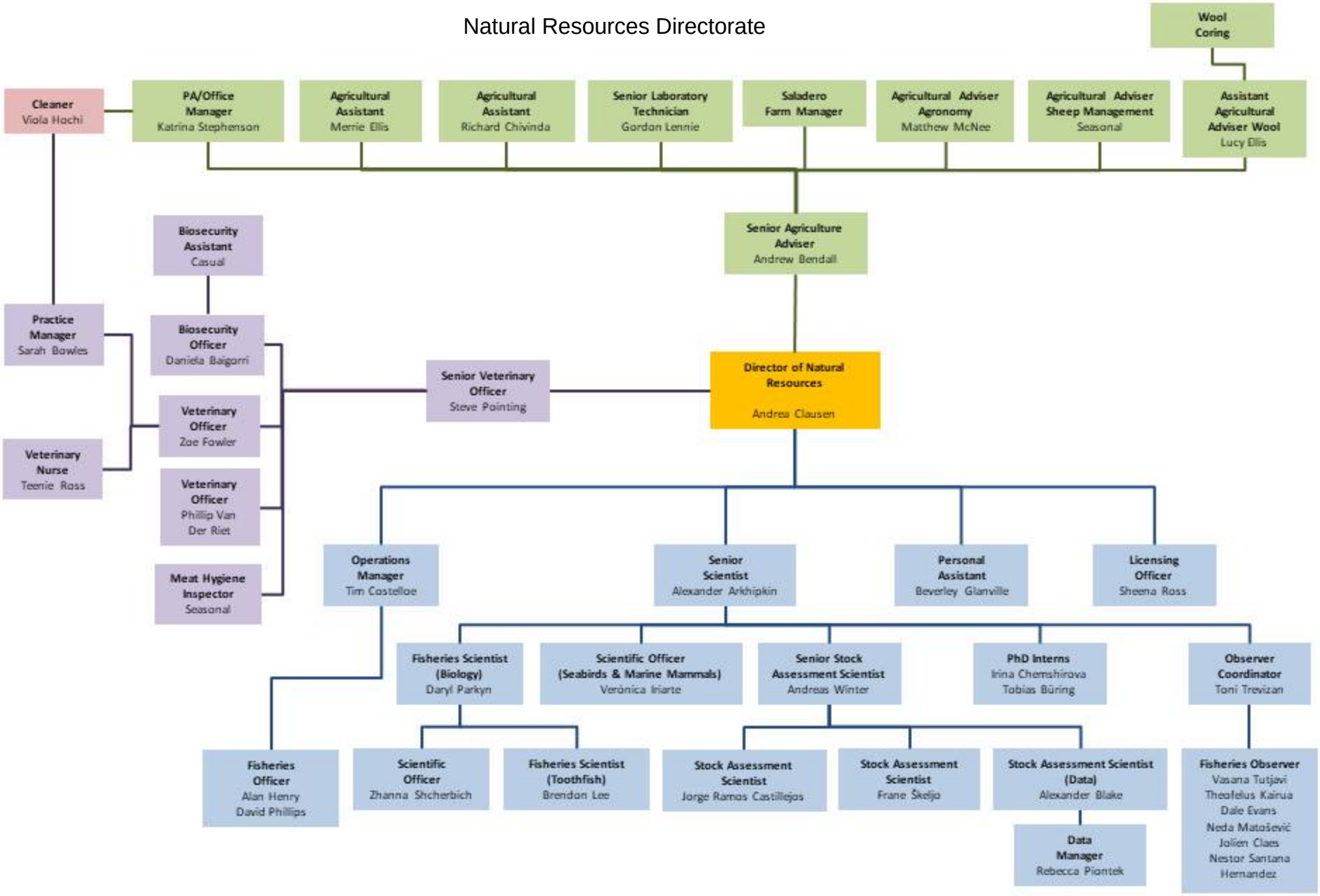
Additional request
EAL Teacher - new
Site Manager 0.3 (casual) – IFTE – new increase 0.7
0.5 Science Technician increase to IFTE (funding from 0.5 LSA post-election)

Mineral Resources Directorate

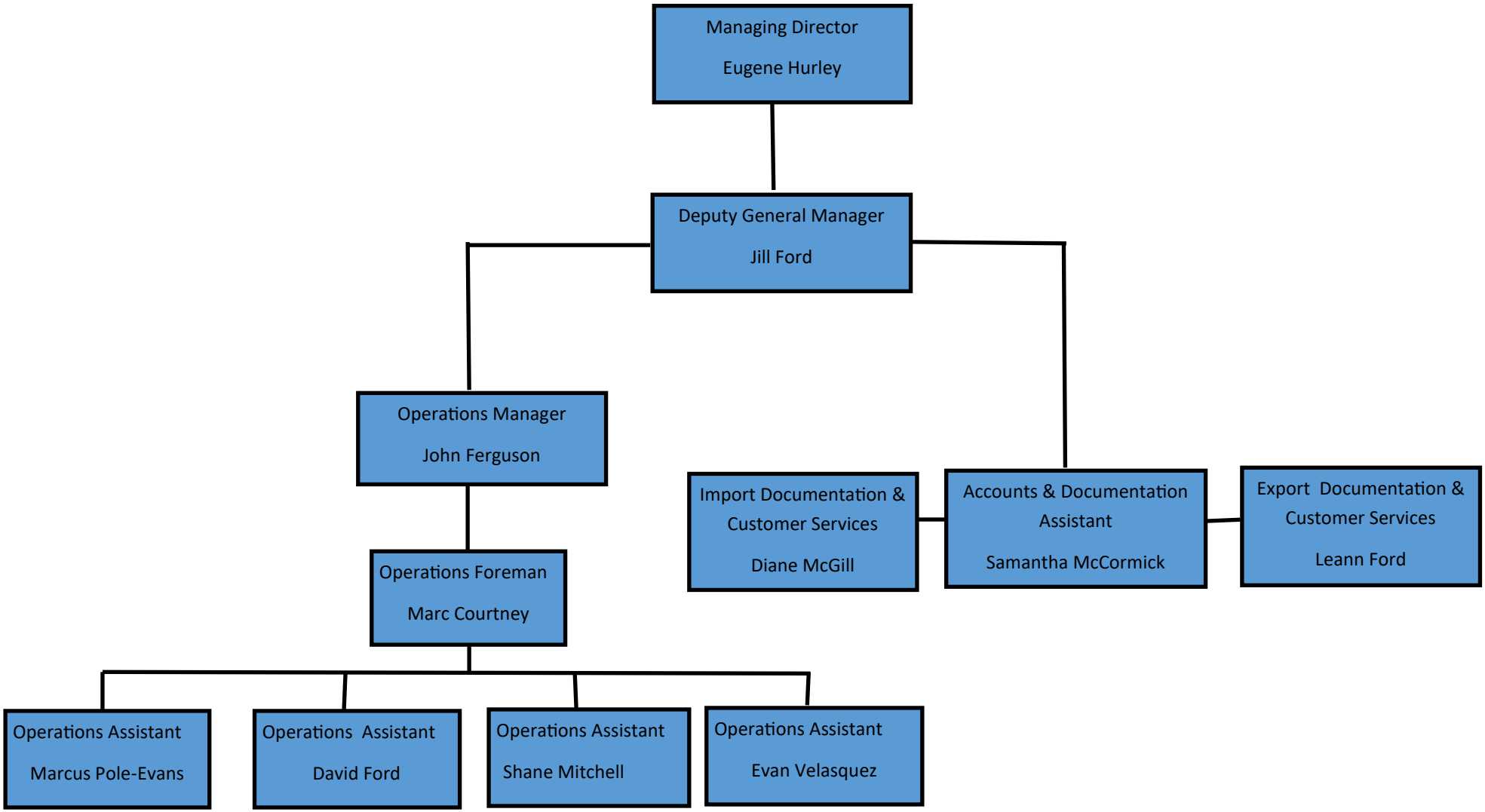
Department of Mineral Resources



Natural Resources Directorate



South American Atlantic Service Limited



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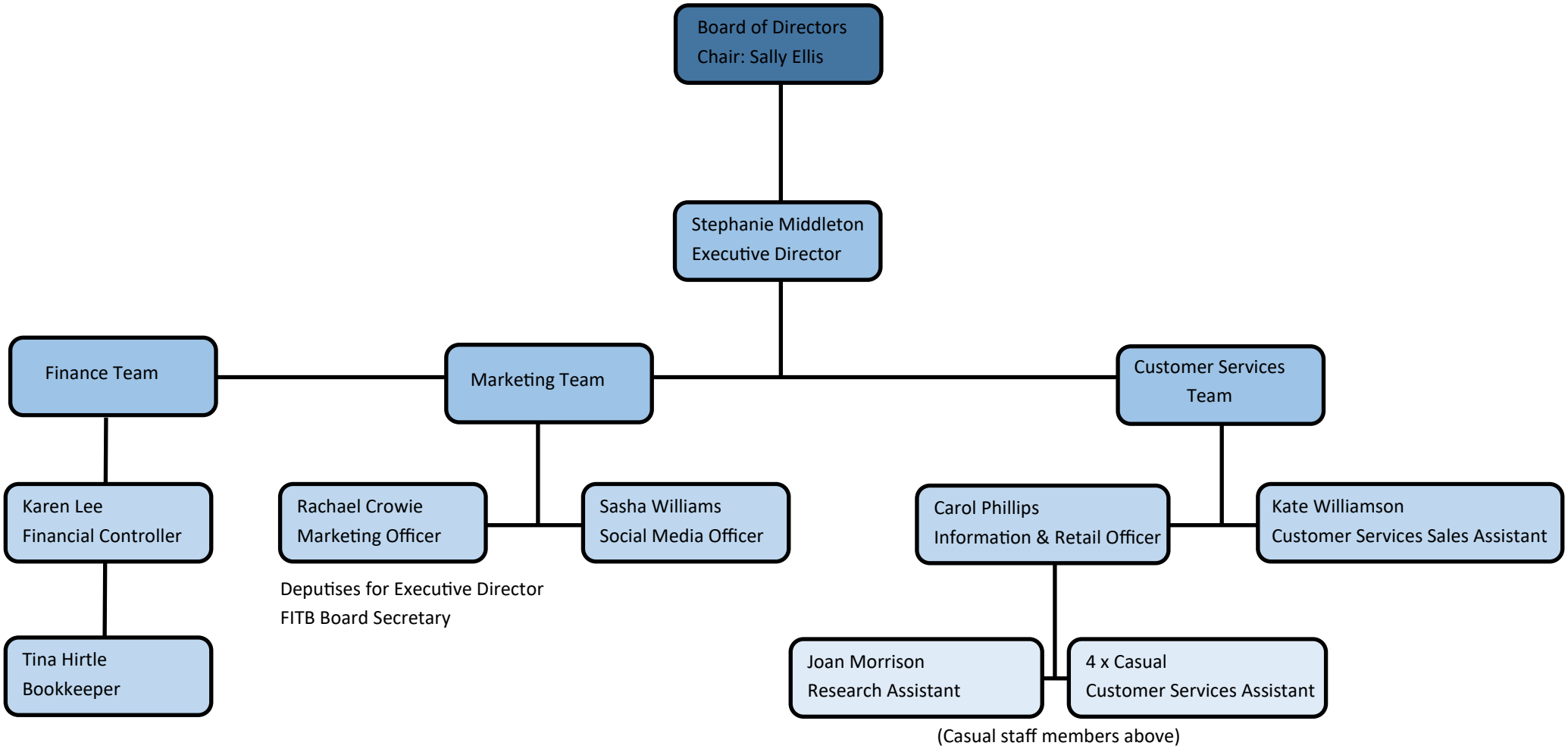
Phone: + 500 21833
Website www.saas.co.fk

Falkland Islands
TOURIST BOARD