

Cardiff Council

Member Induction Programme

9th May – 31st August 2022



Welcome to the Induction Programme designed for returning and newly elected Councillors. The initial phase of your Induction is planned over the next few months and allows for some sessions to be repeated later in the programme.

To assist in the prioritisation of learning opportunities, the Democratic Services Committee has developed the following matrix to reflect the:

- requirement to undertake a learning activity
- likely knowledge and experience of some Elected Members
- importance and relevance of the learning activity.

| Requirement | Newly Elected Members | Experienced Members | Committee Members | Executive Members / Chairpersons/ Group Spokesperson |
|---|-----------------------|---------------------|-------------------|--|
| Legislative/Constitutional | Mandatory | Mandatory | Mandatory | Mandatory |
| Auditors, Inspectors & Regulators, Corporate Policy | Recommended | Recommended | Recommended | Recommended |
| Committee Specific | Beneficial | Useful | Recommended | Useful |
| Service Area/provision | Beneficial | Beneficial | Beneficial | Beneficial |
| Personal | Beneficial | Useful | Useful | Beneficial |
| Regional/National | Beneficial | Useful | Useful | Beneficial |

The sessions will be interactive and have been developed by building on experiences and feedback from previous Councillors and aim to provide you with essential learning and access to other learning tools that you may need to start your role as Councillor.

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Welcome and Introductions

Date: **9 May 2022**

Time: **12:00 – 14:30** | **16:30 – 19:00**

Location: **Level 1 County Hall including CR2/3**

| <i>Requirement</i> | <i>Newly Elected Members</i> | <i>Experienced (Returning) Members</i> |
|-------------------------------------|------------------------------|--|
| <i>Legislative – Constitutional</i> | Mandatory | Mandatory |

| Part 1 | | |
|--|---|--|
| 12:00 -12:30 and 16:30 – 17:00 | Democratic Services Welcome/ Reception Desk There is lots to do - so be prepared and refer to your welcome letter that you will receive from the Count Manager at your count centre once you are elected. You will need to provide some key information including your bank details and NI numbers. Democratic Services officers will be on hand to help you through the process. | Facilitated by: Democratic Services Tel: 02920872020 Email: democraticservices@cardiff.gov.uk |
| Part 2 | | |
| 12:30 – 14:30 and 17:00–19:00 | Welcome and introduction from the Chief Executive, Paul Orders, Director Governance & Legal Services, Davina Fiore and Chair of Standards & Ethics Committee, Hollie Edwards-Davies. <ul style="list-style-type: none"> • Role of Councillors • Member/ Officer relationship; • Values of the Council; | Facilitated by: Paul Orders , Chief Executive, Davina Fiore , Director of Governance & Legal Services and Monitoring Officer. Hollie Edwards-Davies , Chair of the Standards and Ethics Committee |

Welcome and Introductions

- Headline issues for the Council;
- Aims of the Marketplace session.

Individual signing of Acceptance of Office with the Chief Executive, Paul Orders, Director Governance & Legal Services & Monitoring Officer will be the Crush Hall. Councillors must sign the Acceptance of Office before attending the first Full Council on 26 May 2022.

Declaration of Interests advice.

All Councillors must complete their Register of Interests declaration. The Deputy Monitoring Officer and officers will be on hand to provide advice and assistance to Councillors to complete this documentation.

Official Photographs for the website and ID Cards are being taken in the Crush Hall and Democratic Services Officer will be on hand to direct you.

A display of the **IT Offer** for Councillors will assist you to choose the offer that suits your needs. Information on the offer will be in your welcome pack in preparation for this session. Returning Members will be able to keep their IT equipment but will be able to refresh their equipment in due course.

Services Market Place

This is an opportunity for you to meet all the service directors and some of their teams to find out more about the services we provide and the initiatives and programmes that are in operation or being developed.

All Corporate Directors and Directors with Services Area support.

Co-ordinated by:

Democratic Services

Tel: 02920872020

Email: Democraticservices@cardiff.gov.uk

The Member Enquiries Service and Casework

| | | | | | |
|------------------|-------------------------|----------------------|-------------------------------|------------------------------|--|
| Date: | 10 May 2022 | 11 May 2022 | Requirement | Newly Elected Members | Experienced (Returning) Members |
| Time: | 12:00 – 13:00 | 17:30 – 18:30 | Service Area/Provision | Beneficial | Beneficial |
| Location: | Committee Room 4 | | | | |

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| <p>Description: Councillors are elected to represent their local community in the running of their local council. This might be sorting out a local problem or putting people in touch with the council or other organisations that can help. You'll need to understand how far your role will allow you to help and when people should be referred to council officers or other organisations.</p> <p>This session will provide information on the Members Enquiries Service and how casework can be logged to assist you to manage your casework. At the end of the session you will be able to:</p> <ol style="list-style-type: none"> 1. Casework Understand the opportunities to support your ward including Ward Surgeries / PACT Meetings / Working with a Community Council and Community Groups / correspondence. 2. Members Enquiry System <ul style="list-style-type: none"> • Understand the types of enquiries and Information sharing • Understand the requirements of the Privacy Notice for a Ward Councillor and consent • Log a casework issue on the Members Enquiry System • Check on progress of your enquiries | <p>Facilitated by: Gary Jones Head of Democratic Services Kate Rees Committee and Member Services Manager</p> <p>Co-ordinated by: Democratic Services Tel: 02920872020 Email: Democraticservices@cardiff.gov.uk</p> |
|--|---|

Members Personal Safety and Security Briefing

Date: **10 May 2022** **11 May 2022**

Time: **13:00 – 14:00** **16:30 – 17:30**

Location: **Committee Room 4**

| | | |
|-------------------------------|------------------------------|--|
| Requirement | Newly Elected Members | Experienced (Returning) Members |
| Service Area/Provision | Beneficial | Beneficial |

Description:
 An important role of a councillor is to keep in touch with their residents and communities. This includes helping individuals with any problems they might have. Often this extends beyond just the delivery of council services. These contacts are usually rewarding and non-adversarial. However, councillors can find themselves in a position where they need to manage angry and frustrated residents who often contact their elected representative when they feel that they have no other avenue to pursue. Often councillors will deal with constituents on a face to face basis when alone.

This session will provide Elected Member with and understanding of their personal safety and the actions and support that is available to minimise their Personal Safety and Security Risks

- What are the risks
- Use of Peoplesafe – Lone Working application for your mobile phone
- The Alert System
- Actions during and after an incident
- Assessment of risks and advice
- Consideration of "Real life" Case Studies

Facilitated by:
Gary Jones
 Head of Democratic Services
Jeremy Griffiths
 Corporate Security Manager

Co-ordinated by:
 Democratic Services
 Tel: 02920872020
 Email: Democraticservices@cardiff.gov.uk

What Councillors need to know – Decision Making, Code of conduct and more

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|------------------|-------------------------|----------------------|-------------------------------------|------------------------------|--|
| Date: | 10 May 2022 | 12 May 2022 | Requirement | Newly Elected Members | Experienced (Returning) Members |
| Time: | 16:30 – 18:00 | 13:00 – 14:30 | Legislative – Constitutional | Mandatory | Mandatory |
| Location: | Committee Room 4 | | | | |

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|---|---|
| <p>Description: All councillors are expected to behave well. The public needs to feel confident that you are living up to the high standards that they have a right to expect from you. Councillors are bound by a statutory Code of Conduct. Breaches of the Code can be referred to the Public Services Ombudsman for Wales and sanctions can include formal apologies, training or even suspension or disqualification from office.</p> <p>The objectives of this session is to provide you with an understanding of:</p> <ul style="list-style-type: none"> • Governance structure & Decision-Making. • Councillor’s Code of Conduct; Ethical Standards and Interests. • Member safeguarding protocol. • Social media protocol. • Role of Standards & Ethics Committee • Overview of statutory responsibilities for data protection and handling information safely and compliance with data protection and FOI legal obligations. • Where to go for advice and further information. | <p>Facilitated by: Davina Fiore Director of Governance and Legal Services and Monitoring Officer</p> <p>James Williams Deputy Monitoring Officer</p> <p>Co-ordinated by: Democratic Services Tel: 02920872020 Email: Democraticservices@cardiff.gov.uk</p> |
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Getting to Grips with your IT

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|------------------|------------------------------------|------------------------|------------------------|--|
| Date: | 11 May 2022 | 12 May 2022 | 13 May 2022 | |
| Time: | (allocated 60 minute slots) | | | |
| Location: | Location (TBC) | | | |

| Requirement | Newly Elected Members | Experienced (Returning) Members |
|------------------------|-----------------------|---------------------------------|
| Service Area/Provision | Beneficial | Beneficial |

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| <p>Description:</p> <p>These sessions will provide an additional opportunity to collect any ICT equipment which has been prepared for you. When collecting your devices you will be shown and have an opportunity to practice:</p> <ul style="list-style-type: none"> Setting up your devices Bitlocker, device security and passwords Connecting your device to a network Logging onto your devices Office 365 and Authentication Updates and the software center Advise of other training opportunities for other key software Modern.gov | <p>Facilitated by: ICT Department</p> <p>Co-ordinated by: Tel: 02920872020 Email: Membersservices@cardiff.gov.uk</p> |
|---|---|

Orientation of County Hall facilities for new Councillors

Date: **11 May** | **12 May** | **13 May**
 2022 | **2022** | **2022**

Time: **(allocated 60 minute slots)**

Location: **Meet at Room 286**
 (Democratic Services Office)

| Requirement | Newly Elected Members | Experienced (Returning) Members |
|------------------------|-----------------------|---------------------------------|
| Service Area/Provision | Beneficial | Beneficial |

Description:

For those not familiar with County Hall our Members Services Team will be available to show Councillors the facilities in County Hall. You can also receive your ID badge; discuss Business cards; Ward Surgery requirements and understanding of the support provided by Member Services to Councillors.

Orientation will include a building tour including:

- Democratic Services
- Chairs and Group Offices
- Member Room and Library
- Committee rooms and Council Chamber
- Canteen
- Car Parking facilities
- Level 5 offices

Facilitated by:

Members Services
 Tel: 02920872020
 Email: Membersservices@cardiff.gov.uk

The Constitution and Committee Procedures

| | | | | | |
|------------------|-------------------------|----------------------|--|------------------------------|--|
| Date: | 12 May 2022 | 13 May 2022 | Requirement | Newly Elected Members | Experienced (Returning) Members |
| Time: | 17:00 – 18:30 | 12:00 – 13:30 | Auditors, Inspectors & Regulators, Corporate Policy | Recommended | Recommended |
| Location: | Committee Room 4 | | | | |

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| <p>Description: The Monitoring Officer will provide Elected Members with a briefing on the key elements of the Council’s Constitution to increase their awareness of the following topics</p> <ul style="list-style-type: none"> The procedures used at formal Council meetings The Cabinet and Scrutiny Procedure Rules including call-in Statutory, Regulatory Committee procedures Recent changes made to Constitution to reflect the Local Government and Election (Wales) Act 2021 Demonstration of the Conferencing System including the use of Microphones and other equipment | <p>Facilitated by: Davina Fiore Director of Governance and Legal Services and Monitoring Officer James Williams Deputy Monitoring Officer Gary Jones Head of Democratic Services</p> <p>Co-ordinated by: Democratic Services Tel: 02920872020 Email: Democraticservices@cardiff.gov.uk</p> |
|---|---|

Support for Elected Members

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|------------------|-------------------------|----------------------|-------------------------------|------------------------------|--|
| Date: | 16 May 2022 | 18 May 2022 | Requirement | Newly Elected Members | Experienced (Returning) Members |
| Time: | 12:00 – 13:30 | 16:30 – 18:00 | Service Area/Provision | Beneficial | Beneficial |
| Location: | Committee Room 4 | | | | |

Description:

Democratic Service provides a range of support for Elected Members. This session will provide you with information on the key support services provided by the Team.

The topics include:

- Remuneration
- Recording Declarations of interest and updating register of interests.
- Gifts and Hospitality
- Member Development
- WLGA Charter for Member Support and Development
- The Modern.gov App
- Committees, agenda packs and reports and Modern.gov
- Question and Answer session

Facilitated by:

Gary Jones

Head of Democratic Services

Kate Rees

Committee and Members Services Manager

Co-ordinated by:

Democratic Services

Tel: 02920872020

Email: Democraticservices@cardiff.gov.uk

Introduction to Scrutiny

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|------------------|-------------------------|----------------------|-------------------------------|------------------------------|--|
| Date: | 17 May 2022 | 19 May 2022 | Requirement | Newly Elected Members | Experienced (Returning) Members |
| Time: | 12:00 – 13:00 | 17:00 – 18:00 | Service Area/provision | Beneficial | Beneficial |
| Location: | Committee Room 4 | | | | |

Description:

This session, aimed at new or returning Elected Members, will:

- Introduce Members to Scrutiny and the Scrutiny Team in Cardiff.
- Explore the role of Scrutiny, including its purpose, value, and impact.
- Examine the different types of Scrutiny.
- Detail the role of a Scrutiny Member.
- Investigate how Scrutiny can assist Councillors in their role as Elected Member
- Provide an understanding of scrutiny processes and how Scrutiny Committees operate in Cardiff.

Intended outcomes from this session:

- Initial or refreshed understanding of Scrutiny's role, value and purpose in the Council's governance process.
- Knowledge on how Scrutiny works in Cardiff.
- Provide an opportunity for participants to explore which Scrutiny Committee best aligns with their interests.

Facilitated by:

Gary Jones
Head of Democratic Services

Principal Scrutiny Officers
Principal Research Officer

Co-ordinated By:

Scrutiny Services
Email: Scrutinyviewpoints@cardiff.gov.uk

Information Governance and Data Protection

Date: **17 May 2022** **19 May 2022**
Time: **16:00 – 17:00** **13:00 – 14:00**
Location: **Committee Room 4**

| Requirement | Newly Elected & Returning Members | Experienced (Returning) Members |
|------------------------------|-----------------------------------|---------------------------------|
| Legislative – Constitutional | Mandatory | Mandatory |

Description:

This session is for all members and will provide an understanding of:

- What Information Governance is?
- Information Governance responsibilities
- The Data Protection Act
- Information Security
- Freedom of Information Act
- Your Role as a Data Controller
- Records Management
- Guidance and support
- IT Security and Case Studies
- Where to get advice and further information.

Facilitated by:

Ian Allwood
 Head of Finance
Katie Weaver
 Data Protection Officer
Andrew Horner Seddon
 ICT Security & Compliance Manager
Kumi Ariyadasa
 Solicitor
Ashley Swatman
 Information Request Manager

Co-ordinated by:

Democratic Services
 Tel: 02920872020
 Email: Democraticservices@cardiff.gov.uk

Multi-location Meetings

| | | | | | |
|------------------|-------------------------|----------------------|-------------------------------|------------------------------|--|
| Date: | 23 May 2022 | 18 May 2022 | Requirement | Newly Elected Members | Experienced (Returning) Members |
| Time: | 16:30 – 18:00 | 12:00 – 13:30 | Service Area/Provision | Beneficial | Beneficial |
| Location: | Committee Room 4 | | | | |

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| <p>Description: This session will provide the opportunity for elected Members to receive an overview of the Multi-location Meeting policy and to provide confidence that they are able to join meetings remotely. The objectives of this session are to:</p> <ul style="list-style-type: none"> • confirm that the relevant remote meeting conferencing software is working on their Council devices. • That all members are able to join a formal meeting remotely • Understand the procedures that will be used when attending a meeting remotely • Provide members with sufficient knowledge to be able to speak and vote confidently in meetings. | <p>Facilitated by: Gary Jones Head of Democratic Services Kate Rees Committee and Members Services Manager</p> <p>Co-ordinated by: Democratic Services Tel: 02920872020 Email: Democraticservices@cardiff.gov.uk</p> |
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City Tour

Date: 23 May 2022

Time: Leaving County Hall at 10:00
Estimated finish 12:30

Location: Meet at County Hall Reception

| Requirement | Newly Elected Members | Experienced (Returning) Members |
|------------------------|-----------------------|---------------------------------|
| Service Area/Provision | Beneficial | Useful |

Description:

This is an opportunity for Councillors to visit strategic locations and sites in the Council boundary to get a feel for development; strategic infrastructure and service provision across the city.

City Tour Itinerary - Meet at County Hall

- Atlantic Wharf and multi-purpose arena
- Fitzalan High School construction
- International Sports Village
- Mount Stuart Square, Coal Exchange and James Street scheme and viewing Ysgol Hamadryad
- Vastint development, C&V college
- Central Quay
- Capital Quarter
- New Willows High site and onto Celsa on Cardiff manufacturing base.
- St Mellon's Parkway Scheme and Hendre Lakes development
- New Eastern High School.
- New low carbon housing development on the Rumney High School site.

Facilitated by:

Ken Poole

Head Of Economic Development

Please sign up at the Welcome and Introduction Session with Economic Development Stall.

Co-ordinated By:

Mark Coleman

Economic Development

City Tour

- Cardiff Edge Life Sciences Park.
- Canal Quarter project.
- Lloyd George Avenue proposals and the Metro investment.
- Return to County Hall via Lloyd George Avenue

Preparing for the Annual Meeting of Council

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|------------------|----------------------------------|----------------------|-------------------------------------|------------------------------|--|
| Date: | 25 May 2022 | 26 May 2022 | Requirement | Newly Elected Members | Experienced (Returning) Members |
| Time: | 17:00 – 18:00 | 12:30 – 13:30 | Legislative – Constitutional | Mandatory | Mandatory |
| Location: | City Hall Council Chamber | | | | |

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| <p>Description: This session will prepare Councillors on what to expect at the first meeting of full Council and will allow Councillors to familiarise themselves with the Council Chamber; layout and the equipment used; provide a briefing on webcasting.</p> <p>To receive a brief overview of reports that will be considered at the Full Council meeting. The Annual Council as the first Council of the year will deal with the following business:</p> <ul style="list-style-type: none"> • Election of Lord Mayor & appointment of Deputy Lord Mayor • Confirmation of the Membership of Council; • Declaration of commitment to the Cardiff Undertaking • Election of Leader and Cabinet • Members Remuneration • Establishment of Standing Committees of Council; allocation of seats and appointments to Committees; • Appointments to Outside Bodies • Calendar of meetings. | <p>Facilitated by: Gary Jones Head of Democratic Services Kate Rees Committee and Members Services Manager</p> <p>Co-ordinated by: Members Services Tel: 02920872020 Email: Membersservices@cardiff.gov.uk</p> |
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Planning for Members and the Role of Planning Committee

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|------------------|---------------------------|----------------------|-------------------------------------|--|--------------------------|
| Date: | 6 June 2022 | 8 June 2022 | Requirement | Newly Elected and Returning Members | Committee Members |
| Time: | 16:30 – 18:30 | 12:00 – 14:00 | Legislative – Constitutional | Recommended | Mandatory |
| Location: | Remote on MS Teams | | | | |

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|---|---|--|--|--|
| <p>Description: This session will provide an overview of what is legislatively known as “Town Planning”. These sessions will include the following topics:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <p>The Role of the Council as Local Planning Authority:</p> <ul style="list-style-type: none"> • Development Management • Enforcement • Conservation of the Built and Natural Environment • Placemaking • Other Roles/Functions </td> <td style="width: 33%; vertical-align: top;"> <p>The Local Development Plan</p> <ul style="list-style-type: none"> • Timescale and Key Stages • Evidence Base and Independent Sustainability Appraisal • Special Planning Guidance • Adoption </td> <td style="width: 33%; vertical-align: top;"> <p>The Role of Members</p> <ul style="list-style-type: none"> • Planning Committee • Commenting on Planning Applications • Engaging in Policy Development • Section 106 obligations • Governance </td> </tr> </table> <p>Questions and Answer Session</p> | <p>The Role of the Council as Local Planning Authority:</p> <ul style="list-style-type: none"> • Development Management • Enforcement • Conservation of the Built and Natural Environment • Placemaking • Other Roles/Functions | <p>The Local Development Plan</p> <ul style="list-style-type: none"> • Timescale and Key Stages • Evidence Base and Independent Sustainability Appraisal • Special Planning Guidance • Adoption | <p>The Role of Members</p> <ul style="list-style-type: none"> • Planning Committee • Commenting on Planning Applications • Engaging in Policy Development • Section 106 obligations • Governance | <p>Facilitated by:</p> <p>Simon Gilbert Head of Planning</p> <p>Steve Ball OM Development Management (Strategic Place Making)</p> <p>Stuart Williams Group Leader (Strategic Policy)</p> <p>Darren Connelly OM Development Management (Non-Strategic)</p> <p>Vesna Cole Legal Officer</p> <p>Kate Rees Committee and Member Services Manager</p> <p>Co-ordinated By: Members Services Tel: 02920872020 Email: Membersservices@cardiff.gov.uk</p> |
| <p>The Role of the Council as Local Planning Authority:</p> <ul style="list-style-type: none"> • Development Management • Enforcement • Conservation of the Built and Natural Environment • Placemaking • Other Roles/Functions | <p>The Local Development Plan</p> <ul style="list-style-type: none"> • Timescale and Key Stages • Evidence Base and Independent Sustainability Appraisal • Special Planning Guidance • Adoption | <p>The Role of Members</p> <ul style="list-style-type: none"> • Planning Committee • Commenting on Planning Applications • Engaging in Policy Development • Section 106 obligations • Governance | | |

Planning Committee Induction

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|------------------|-------------------------|---|--------------------------|
| Date: | 8 June 2022 | Requirement | Committee Members |
| Time: | 15:00 – 17:00 | Legislative – Constitutional | Mandatory |
| Location: | Committee Room 4 | | |

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| <p>Description:</p> <p>This session requires the completion of the Planning for Members and the Role of Planning Committee session being held on held on 6 and 8 June 2022.</p> <p>This session supplements the previous session to enable the Planning Committee Members to undertake their duties and will cover topics which will include:</p> <ul style="list-style-type: none"> • Scheme of Delegations • Officer Reports • What are “Material Planning Considerations” • S106 and development viability • Committee Meetings • Declarations of Interest • Voting | <p>Facilitated by:</p> <p>Simon Gilbert Head of Planning</p> <p>Steve Ball OM Development Management (Strategic Place Making)</p> <p>Stuart Williams Group Leader (Strategic Policy)</p> <p>Darren Connelly OM Development Management (Non-Strategic)</p> <p>Vesna Cole Legal Officer</p> <p>Kate Rees Committee and Member Services Manager</p> <p>Co-ordinated By: Members Services Tel: 02920872020 Email: Membersservices@cardiff.gov.uk</p> |
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Supporting Equality in Cardiff's Diverse Communities

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|------------------|------------------------|----------------------|-------------------------------------|------------------------------|--|
| Date: | 16 June 2022 | 28 June 2022 | Requirement | Newly Elected Members | Experienced (Returning) Members |
| Time: | 12:30 – 14:00 | 17:00 – 18:30 | Legislative – Constitutional | Mandatory | Mandatory |
| Location: | Remote MS Teams | | | | |

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| <p>Description: Cardiff is a diverse city and this session is aimed at supporting Elected Members when to engaging with their constituents in their ward. The session will comprise of two parts:</p> <p>Part 1 will provide an overview of the Equalities Act 2010 (inc. General and Specific Duties) and increase the awareness of Elected Members on the following topics:</p> <ul style="list-style-type: none"> • Socio-economic Duty • Protected Characteristics • Different types of discrimination • Unacceptable behaviour • Hate Crime <p>Part 2 will identify opportunities to use the Cardiff Academy to improve your knowledge on a range of topics to support you in your community role including:</p> <ul style="list-style-type: none"> • Role of the Academy • Learning portal • Setting up accounts • Accessing Training • Training available • Questions | <p>Facilitated by:</p> <p>Gareth Newell/Sian Sanders Head Of Performance & Partnerships/ OM Cohesion & Community Engagement</p> <p>Part 1 Caryle Alleyne / Andrew Lucas Equalities Team</p> <p>Part 2 Rebecca Bradshaw Cardiff Academy</p> <p>Co-ordinated By: Members Services Tel: 02920872020 Email: Membersservices@cardiff.gov.uk</p> |
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Scrutiny Chairs Liaison Forum

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|------------------|-------------------------|-------------------------------|----------------------------------|
| Date: | 1 June 2022 | Requirement | Scrutiny Committee Chairs |
| Time: | 17:30 – 18:30 | Service Area/provision | Beneficial |
| Location: | Committee Room 4 | | |

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| <p>Description: Essential foundation for Scrutiny Chairs covering:</p> <ul style="list-style-type: none"> • Understanding the role of a Scrutiny Committee Chair • Expectations of a Scrutiny Chair • How Scrutiny outputs are measured • Support available. <p>Intended outcomes from this session:</p> <ul style="list-style-type: none"> • Develop, or enhance Chair’s skills to effectively, and confidently carry out the various aspects of the Scrutiny Chair role. • Attain the required skills to provide effective, management of Scrutiny meetings. • Ability to lead continual improvements in Scrutiny and ensure every scrutiny activity, undertaken by their respective Committee, is outcome focused and adds value. | <p>Facilitated by: Gary Jones Head of Democratic Services</p> <p>Principal Scrutiny Officers Principal Research Officer</p> <p>Co-ordinated By: Scrutiny Services Email: Scrutinyviewpoints@cardiff.gov.uk</p> |
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Licensing & Public Protection Committee Induction

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|------------------|------------------------|-------------------------------------|--------------------------|
| Date: | 7 June 2022 | Requirement | Committee Members |
| Time: | 10:00 – 13:00 | Legislative – Constitutional | Mandatory |
| Location: | Remote MS Teams | | |

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| <p>Description:</p> <p>This session is for members of the Licensing & Public Protection Committees and their Sub-Committees. The session will</p> <ul style="list-style-type: none"> • Provide an overview of law • An understanding of policies and issues • Awareness of points to watch and case studies • Compare different types of applications that you will need to process day-to-day • Give a more detailed understanding to enable Members to be confident when dealing with all licensing& public protection matters • Ensure that Members are in a position to take decisions and avoid any challenge on the basis of bias • Where to get further information. | <p>Facilitated by:</p> <p>Will Lane Shared Regulatory Services</p> <p>Daniel Cook Licensing Policy Officer</p> <p>Co-ordinated by: Members Services Tel: 02920872020 Email: Membersservices@cardiff.gov.uk</p> |
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Scrutiny Committee Inductions

| Date: | 13 Jun | 14 June | 15 June | 16 June | 7 June | Requirement | Newly Elected Members | Experienced (Returning) Members |
|-----------|-------------------------|---------|---------|---------|---------------------|------------------------|-----------------------|---------------------------------|
| | CASSC | CYP | PRAP | ESC | ECSC | Service Area/provision | Beneficial | Beneficial |
| Time: | 16:30 – 18:30 | | | | 17:00 – 19:00 | | | |
| Location: | Committee Room 4 | | | | | | | |

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| <p>Description:</p> <p>This session, aimed at all Councillors appointed onto a Scrutiny Committee, will:</p> <ul style="list-style-type: none"> • Detail the Committee’s terms of reference. • Outline the Cabinet Member Portfolios and service areas relevant to the Committee. • Examine the Committee’s role including partnership scrutiny. • Discuss the running of formal Committee meetings and informal scrutiny activity. • Explain the role and support offered by Principal Scrutiny Officers and Scrutiny Research services • Explore how to prepare and contribute effectively at a Scrutiny meeting • Initiate work programming conversations and preferred scheduling times for formal Committee meetings. <p>Intended outcomes from this session:</p> <ul style="list-style-type: none"> • Understand the role and scope of the Committee • Understand the role of a Scrutiny Committee Member. • Understand how to participate effectively in scrutiny activity. | <p>Facilitated by: Gary Jones Head of Democratic Services</p> <p>Principal Scrutiny Officers Principal Research Officer</p> <p>Co-ordinated By: Scrutiny Services Email: Scrutinyviewpoints@cardiff.gov.uk</p> |
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Performance Management and Data Strategy

Date: **9 June 2022** **13 June 2022**
Time: **16:00 – 17:30** **12:30 - 14:00**
Location: **Remote on MS Team**

| Requirement | Newly Elected Members | Experienced (Returning) Members |
|------------------|-----------------------|---------------------------------|
| Corporate Policy | Recommended | Recommended |

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| <p>Description:</p> <p>This session will provide you with an understanding of the following topics:</p> <ul style="list-style-type: none"> • Summary of Legislative Context, • Overview of the Council’s Planning and Improvement framework, • Introduction to Performance management, • data strategy and demonstration of performance reporting. | <p>Facilitated by:</p> <p>Gareth Newell Head Of Performance & Partnerships</p> <p>Dylan Owen OM Policy & Improvement</p> <p>Chris Lloyd OM Enterprise Systems & Data Manager</p> <p>Kane Woodking Senior Business Analyst</p> <p>Co-ordinated by: Members Services Tel: 02920872020 Email: Membersservices@cardiff.gov.uk</p> |
|---|---|

Corporate Parenting

| | | | | | |
|------------------|------------------------|----------------------|-------------------------------|------------------------------|--|
| Date: | 22 June 2022 | 27 June 2022 | Requirement | Newly Elected Members | Experienced (Returning) Members |
| Time: | 12:30 – 14:00 | 16:00 – 17:30 | Service Area/Provision | Mandatory | Mandatory |
| Location: | Remote MS Teams | | | | |

Description:

Everyone in Cardiff Council is a corporate Parent. This session will explain the following topics:

- Role of a Corporate Parent
- difference between Corporate Parenting and Safeguarding
- Corporate Parenting Strategy
- Corporate parenting arrangements of the Council including the makeup of the Key staff, services and partners delivering support to Children Looked After
- The role of CPAC
- Engagement with Young People

Facilitated by:

Rebekha Flynn

OM Service Improvement & Strategy, Children Services

Supported by:

Leigh Vella

Senior Corporate Policy Officer

Co-ordinated By:

Members Services

Tel: 02920872020

Email: Membersservices@cardiff.gov.uk

Local Government Finance

Date: **23 June 2022** **4 July 2022**
Time: **17:00 – 18:00** **12:30 – 13:30**
Location: **Committee Room 4**

| Requirement | Newly Elected Members | Experienced (Returning) Members |
|------------------------|-----------------------|---------------------------------|
| Service Area/provision | Beneficial | Beneficial |

Description:

Budget Management is essential for the effective operation of the Council and the delivery of services to the residents of Cardiff. In this session you will gain an understanding of the following topics:

- Where Council gets its funding & how it is spent; -
- Budget Setting / Medium Term Financial Plan / Statement of Accounts;
- Understanding Revenue and Capital Budgets;
- Quick Resume of Key Financial Services – Audit / Council Tax / Business Rates Recovery /
- Where to go for advice.

Facilitated by:

Chris Lee

Corporate Director Resources and Section 151 Officer

Ian Allwood

Head of Finance

Supported by:

Anil Hirani
Julie Richards

Co-ordinated by:

Members Services
Tel: 02920872020
Email: Membersservices@cardiff.gov.uk

Safeguarding

| | | | | | |
|------------------|-----------------------|----------------------|-------------------------------------|------------------------------|--|
| Date: | 27 June 2022 | 26 July 2022 | Requirement | Newly Elected Members | Experienced (Returning) Members |
| Time: | 12:00 – 13:30 | 17:00 – 18:30 | Legislative – Constitutional | Mandatory | Mandatory |
| Location: | Remote MS Team | | | | |

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| <p>Description: This session will be delivered in 2 parts to demonstrate the differences between child and adult safeguarding. The session will cover the following topics</p> <ul style="list-style-type: none"> • To increase knowledge and awareness and the ability to act on concerns about the safety and welfare of adults and children • To understand the Corporate Safeguarding Policy and share the good practice currently in place • Understand the indicators of abuse • Explore the impact of abuse and neglect on adults and children and how to support them • To develop an understanding of reporting procedures • Develop a knowledge of the current Safeguarding legislation here in Wales | <p>Facilitated by: Rebekha Flynn OM Service Improvement & Strategy – Children’s Services David Murray-Dickson, Service Manager – Safeguarding – Adult Services</p> <p>Co-ordinated by: Members Services Tel: 02920872020 Email: Membersservices@cardiff.gov.uk</p> |
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Governance and Audit Committee Induction

| | | | |
|------------------|-------------------------|-------------------------------------|--------------------------|
| Date: | 14 July 2022 | Requirement | Committee Members |
| Time: | 16:00 – 18:00 | Legislative – Constitutional | Mandatory |
| Location: | Committee Room 4 | | |

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| <p>Description: The Governance and Audit Committee is a key component of Cardiff Council’s corporate governance. It provides an independent and high-level focus on the audit, assurance, and reporting arrangements that underpin good governance and financial standards.</p> <p>The purpose of the Governance and Audit Committee is to provide independent assurance to the members of Cardiff Council, and its wider citizens and stakeholders, on the adequacy of the risk management framework, the internal control environment, and the performance assessment of the Council. It provides an independent review of Cardiff Council’s governance, performance assessment, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place</p> <p>The purpose of the induction session is to provide training to the members of the Committee to assist them in their role by providing:</p> | <p>Facilitated by:</p> <p>Chris Lee / Ian Allwood Corporate Director Resources (Section 151 Officer), Head of Finance (Deputy Section 151 Officer)</p> <p>Chris Pyke Audit Manager</p> <p>Anil Hirani Operational Manager Capital, Corporate & Treasury in Resources</p> <p>Phil Pugh Audit Manager, Audit Wales</p> <p>Co-ordinated by: Democratic Services</p> |
|---|--|

Governance and Audit Committee Induction

- An understanding of the role of the Governance and Audit Committee and its draft terms of reference.
- An outline of the core areas considered as part of the Governance and Audit Committee role.

The training session will cover the following areas:

- The role of the Governance and Audit Committee
- The terms of reference for the Governance and Audit Committee.
- The functions and role of Internal Audit and Audit Wales.
- An introduction to governance and risk management in context.
- An introduction to treasury management, and financial management and accounting.
- Consideration of any further training and development in respect of the above.

Tel: 02920872020

Email: Democraticservices@cardiff.gov.uk

Child Friendly Cardiff - Becoming the 1st city in the UK to secure UNICEF Child Friendly City status

| | | | | | |
|------------------|-------------------------|----------------------|--|------------------------------|--|
| Date: | 12 July 2022 | 20 July 2022 | Requirement | Newly Elected Members | Experienced (Returning) Members |
| Time: | 12:00 – 14:00 | 17:00 – 19:00 | Auditors, Inspectors & Regulators, Corporate Policy | Recommended | Recommended |
| Location: | Committee Room 4 | | | | |

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| <p>Description:</p> <p>Cardiff is the first city in Wales to participate in the UK for UNICEF (UNICEF UK)'s national Child Friendly Cities and Communities initiative. Our ambition is for Cardiff to be recognised as a Child Friendly City (CFC): a city with children and young people at its heart, where the rights of children and young people are respected by all, a great place to grow up. UNICEF have announced that Cardiff will be ready to be assessed 2022.</p> <p>This session will include:</p> <ol style="list-style-type: none"> 1. a presentation to provide you with an understanding of: <ul style="list-style-type: none"> ○ Cardiff's journey to date and the key milestones ○ The story of change across the city ○ How the progress made to date will be evaluated ○ How you can support the City to achieve this ambition 2. A discussion led by UNICEF UK on the Rights in Practice for Elected Members - which explores the impact of the child rights training delivered in Cardiff over the last 3 years and how this links to the work of elected members working in their communities, wards and committees. | <p>Introduction by: Cabinet Member Portfolio Holder</p> <p>Facilitated by: Lee Paterson Child Friendly City Programme Coordinator Carey Davies Child Friendly Project Co-Ordinator Sarah Handley UNICEF UK</p> <p>Tel: 07976056135 Email: leepatterson@cardiff.gov.uk</p> |
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Induction Calendar

May 2022

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|--|---|
| <p>9 12:00 – 12:30 (Level 1 CH) Members Services Welcome/ Reception Desk</p> <p>12:30 -14:30 (Level 1 CH) Welcome and Introduction</p> <p>16:30 - 17:00 (Level 1 CH) Members Services Welcome/ Reception Desk</p> <p>17:00 -19:00 (Level 1 CH) Welcome and Introduction</p> | <p>10</p> <p>12:00 – 13:00 (CR4) The Member Enquiries Service and Casework</p> <p>13:00 - 14:00 (CR4) Members Personal Safety and Security Briefing</p> <p>16:30 – 18:00 (CR4) What Councillors need to know. Decision Making, Code of Conduct etc</p> | <p>11 12:00 – 18:00 (Room 286) Orientation of Council facilities</p> <p>09:00-16:00 (TBC) Getting to Grips with your IT</p> <p>16:30 – 17:30 (CR4) Members Personal Safety and Security Briefing</p> <p>17:30 - 18:30 The Member Enquiries Service and Casework</p> | <p>12 09:00 – 16:00 (Room 286) Orientation of Council facilities</p> <p>09:00-16:00 (TBC) Getting to Grips with your IT</p> <p>13:00 – 14:30 (CR4) What Councillors need to know. Decision Making Code of Conduct etc</p> <p>17:00 – 18:30 (CR4) The Constitution and Committee Procedures</p> | <p>13 09:00 – 16:00 (Room 286) Orientation of Council facilities</p> <p>09:00-16:00 (tbc) Getting to Grips with your IT</p> <p>12:00 – 13:30 (CR4) The Constitution and Committee Procedures</p> |
| <p>16 12:00 – 13:30 (CR4) Support for Members</p> <p>17:00 – 18:00 (CR4/Remote) Political Group Whips</p> | <p>17 12:00 – 13:00 (CR4) Introduction to Scrutiny</p> <p>17:00 – 17:45 (CR4) Information Governance & Data Protection</p> | <p>18 12:00 – 13:30 (CR4) Multi-Location Meetings</p> <p>16:30 – 18:00 (CR4) Support for Members</p> | <p>19 13:00 – 13:45 (CR4) Information Governance & Data Protection</p> <p>17:00 – 18:00 (CR4) Introduction to Scrutiny</p> | <p>20 12:00-13:30 (CR4) Safeguarding (TBC)</p> |
| <p>23 City Tour 10:00 – 12:30</p> <p>16:30 – 18:00 (CR 4) Multi-Location Meetings</p> | <p>24</p> | <p>25 17:00 – 18:00 (City Hall) Preparing for the Annual Meeting of Council</p> | <p>26 12:30 – 13:30 (City Hall) Preparing for the Annual Meeting of Council</p> <p>16:30 – 18:30 (City Hall) Annual Meeting of Council</p> | <p>27</p> |
| <p>30</p> | <p>31</p> | | | |

June 2022

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|--|---|--|---|
| | | 1 17:30 – 18:30 (CR4) Scrutiny Chairs Liaison Forum | 2 Spring Bank Holiday | 3 Platinum Jubilee Bank Holiday |
| 6 16:30 – 18:30 (Teams) Planning for Members and Role of Planning Committee | 7 10:00 – 13:00 (CR4) Public Protection/Licensing Committee/Sub Committee Induction 17:00 – 19:00 Economy & Culture Scrutiny Committee Induction | 8 12:00 – 14:00 (Remote) Planning for Members and Role of Planning Committee 15:00 – 17:00 (CR4 tbc) Planning Committee Induction | 9 16:00 – 17:30 (Remote) Corporate Policy & Performance 16:00 – 17:00 (263c) Environment Induction | 10 10:00-12:00 (CR4) Licensing Sub-Committee (If Required) |
| 13 12:30: - 14:00 (Remote) Corporate Policy & Performance 16:30 – 19:00 (CR4) Community and Adult Services Scrutiny Committee Induction | 14 11:00 – 12:00 (Teams) Prosiect Gwyrdd Joint Committee 16:30 – 19:00 (CR4) Children & Young People Scrutiny Committee Induction | 15 10:00 – 14:30 (CR4) Planning Committee 16:30 – 19:00 (CR4) Policy and Performance Scrutiny Committee Induction | 16 12:30 – 14:00 (Remote) Supporting Equality in Cardiff's Diverse Communities 16:30 – 18:30 (263C) Environment Scrutiny Committee Induction | 17 10:00-12:00 (CR4) Licensing Sub-Committee (If Required) |
| 20 17:00 – 19:00 (Teams) Local Authority Governor Panel 17:00 – 19:00 (TBC) Political Group Whips | 21 16:30 – 19:00 (CR4) Economy and Culture Scrutiny Committee | 22 12:30 – 14:00 (Teams) Corporate Parenting 17:00 – 19:00 (CR4) Standards & Ethics Committee | 23 14:00 – 16:00 (CR4) Cabinet 17:00 -18:00 (Teams) Local Government Finance | 24 10:00-12:00 (CR4) Licensing Sub-Committee (If Required) |
| 27 12:00-13:30 (Teams) Safeguarding (TBC) 16:00 – 17:30 (Teams) Corporate Parenting | 28 14:00 – 16:00 (Teams) CPAC Induction 17:00 – 18:30 (Teams) Supporting Equality in Cardiff's Diverse Communities | 29 | 30 16:30 – 21:00 (City Hall) Council | 1 July 10:00-12:00 (CR4) Licensing Sub-Committee (If Required) |

July 2022

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|---|---|---|--|
| <p>4 12:30 – 14:00 (CR4) Local Government Finance</p> <p>16:30 – 19:00 (CR4) Community and Adult Services Scrutiny Committee</p> | <p>5 10:00 – 14:00 (CR4) Public Protection/Licensing Committee/Sub Committees</p> <p>16:30 – 19:00 (CR4) Children & Young People Scrutiny Committee</p> | <p>6 13:30 – 17:00 (CR4) Planning Committee</p> | <p>7 16:30 – 19:00 (CR4) Environment Scrutiny Committee</p> | <p>8 10:00-12:00 (CR4) Licensing Sub-Committee (If Required)</p> |
| <p>11 17:00 – 19:00 (CR4) Pensions Committee</p> <p>17:00 – 19:00 Political Group Whips</p> | <p>12 12:00 – 14:00 Child Friendly Cardiff</p> <p>16:30 – 19:00 (CR4) Economy and Culture Scrutiny Committee</p> | <p>13 16:30 – 19:00 (CR4) Policy and Performance Scrutiny Committee</p> | <p>14 14:00 – 16:00 (CR4) Cabinet</p> <p>16:00 – 18:00 (CR4) Governance and Audit Committee Induction</p> | <p>15 10:00-12:00 (CR4) Licensing Sub-Committee (If Required)</p> |
| <p>18 17:00 – 19:00 (CR4) Democratic Services Committee</p> | <p>19 14:00 – 16:30 (CR4) Governance and Audit Committee</p> | <p>20 17:00 – 19:00 Child Friendly Cardiff</p> | <p>21 16:30 – 21:00 (City Hall) Council</p> | <p>22 10:00-12:00 (CR4) Licensing Sub-Committee (If Required)</p> |
| <p>25</p> | <p>26</p> | <p>27 17:00-18:30 (CR4) Safeguarding (TBC)</p> | <p>28</p> | <p>29 10:00-12:00 (CR4) Licensing Sub-Committee (If Required)</p> |

August 2022

| Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------------------------|---|--|----------|---|
| 1 | 2 10:00 – 14:00 (CR4) Public Protection/Licensing Committee/Sub Committees | 3 | 4 | 5 10:00-12:00 (CR4) Licensing Sub-Committee (If Required) |
| 8 | 9 | 10 | 11 | 12 10:00-12:00 (CR4) Licensing Sub-Committee (If Required) |
| 15 | 16 | 17 13:30 – 17:00 (CR4) Planning Committee | 18 | 19 10:00-12:00 (CR4) Licensing Sub-Committee (If Required) |
| 22 | 23 | 24 | 25 | 26 10:00-12:00 (CR4) Licensing Sub-Committee (If Required) |
| 29 August Bank Holiday | 30 | 31 | | |

Additional Learning

To be scheduled to meet the needs of those interested:

- Chairing Skills
- Mentoring (Mentee and Mentor arrangements)

Topics to be considered by the Democratic Services for inclusion in the Member development Programme from September 2022

- Questioning Skills Training for Members
- Education Matters
- Neighbourhood Management Familiarisation of areas & services
- Biodiversity and Natural Resources
- Regeneration across the City
- Social Housing and Section 106
- Recovery following the Pandemic
- Community Leadership
- Welsh Language and the Council's Welsh Language Standards
- One Planet Cardiff
- PREVENT
- Directorate/Service area Briefings
- Other topics as identified during the induction