

DEMOCRATIC SERVICES COMMITTEE: 7 DECEMBER 2016

REPORT OF THE INTERIM HEAD OF DEMOCRATIC SERVICES

MEMBER DEVELOPMENT UPDATE

Reason for this Report

1. To provide an update on the 2016/17 Member Development Programme and the draft Member Induction Programme 2017.

Background

2. As part of the Wales Audit Office (WAO) Corporate Assessment 'Follow On' report 26 February 2016, the Council prepared a statement of action which was approved by Cabinet on 21 March 2016.
3. This Committee is charged with: -
 - The review of Member Development and Training which was undertaken in the Summer 2016 and reported to the Committee on 21 September 2016;
 - Agree a new approach and learning programme to commence in May 2017; the new approach to be finalised as part of the Member Development Strategy review by March 2017; and
 - Agree essential training and frequency of training prior to start of new Council term in May 2017.

2016/17 Member Development Programme

4. All Members at the meeting of Full Council on 29 September 2016 received the Member Development Programme leaflet for 2016/17 (attached as Appendix A).
5. Since the last meeting of the Committee the following Members learning and workshop sessions have been held:
 - Member Workshop on Well-being and Future Generations (Wales) Act – September 2016;
 - Personal Safety and Security Workshop for Members;
 - Guardianship of Members as Corporate Parents;

- Identifying Signs of Exploitation/ Abuse Workshop (Safeguarding – Adults and Children) (Essential);
- Improving Scrutiny Workshop;
- New Member Induction

The following Member Briefings have been provided:

- Welfare reform Update;
- Bus Interchange Update;
- Building Maintenance Framework – Lesson Learnt.

6. The following sessions are programmed and being planned for the new year:
- Budget Workshop/ Financial Management;
 - Gypsy and Traveller Cultural Awareness Briefing;
 - Making every Contact Count - How to direct local residents to health support workshop.

Member Induction 2017

7. An officer Project Group has been established as one of the Performance and Governance Organisational Development Programme and has identified three work-streams: -
- (1) Member Induction Programme for the new Administration May 2017 and Learning Programme for post May 2017;
 - (2) Member Support Services; and
 - (3) Transition arrangements – to include
 - Guidance on transition arrangements for Councillors leaving and entering the office of Councillor.
 - Preparation of a Member Handbook.
 - Review the provision of ICT.
 - Complete a Member Exit Survey.
8. The Induction Programme work-stream will involve working with stakeholders including this Committee; Cabinet; Party Group Whips which will be undertaken through the established Member Development Steering Group which will meet over the next two months to complete its work.
9. Attached as Appendix B is the updated Induction Curriculum which is being adapted for the needs of the City of Cardiff Council Member Induction.
10. The WLGA are facilitating five themed regional workshops for new Members in October / November 2017 and these are outlined in the plan and provide new Members with the opportunity to talk to other new Members, from other local authorities, and will be good learning opportunities

Legal Implications

11. The relevant requirements of the Local Government (Wales) Measure 2011 are referred to in the body of this report. There are no other direct legal implications arising from the content of this report.

Financial Implications

12. There are no direct financial implications arising from this report with any costs associated with development and support being met from existing resources.

Recommendations

The Committee is requested to:

1. note that the Member Development Programme 2016/17 was circulated to all Members at Full Council in September in accordance with the WAO improvement recommendation;
2. agree that the Member Development Steering Group meet to input into the shaping and finalising of the Member Induction Programme May 2017; and the Learning Programme for 2017/18 and beyond;
3. the Induction curriculum and the essential learning identified for all Councillors be noted and any feedback received be reported to through the Member Development Steering Group;
4. the Member Development Steering Group complete its review of the Member Development Strategy for submission to the next meeting of the Committee.

GEOFF SHIMELL

Acting Head of Democratic Services

1 December 2016

Appendix A – 2016/17 Member Development Programme Booklet

Appendix B – WLGA Induction Curriculum 10/16