
**REPORT OF THE DIRECTOR OF GOVERNANCE AND LEGAL
SERVICES AND MONITORING OFFICER**

MEMBER INDUCTION 2017

Reason for this Report

1. To provide the Committee with the draft Member Induction Programme 2017 - attached as Appendix A for information. Please note the content of the plan may be further updated with training information as it becomes available from Directorates, Wales Local Government Association and the on-line modules.

Background

2. The Local Government (Wales) Measure 2011 sets out a number of requirements in relation to Member learning and development. In particular, it requires authorities to “secure the provision of reasonable training and development opportunities for its Member within budgetary constraints”.
3. In accordance with the Council’s Statement of Action in response to the Wales Audit Office (WAO) Corporate Assessment ‘Follow On’ report 26 February 2016, the Democratic Services Committee was asked to have oversight of the development of an induction programme for delivery to newly elected Members from May 2017, and agree essential training and frequency of training.

Issues

4. The Standards and Ethics Committee have a role in ensuring that all Members receive appropriate Induction on the Code of Conduct and standards required of Councillors in public life, and that updates are provided on an annual basis.
5. The Democratic Services Committee at its meeting on 7 December 2016 agreed those sessions identified as essential learning for all new Members which included Induction sessions on the Code of Conduct as an essential module during the first week.
6. The Constitution Committee 2 March approved a recommendation to Council 23 March to update the terms of reference of Committees to include the need for Members to have completed essential training before they can sit on the Committee; and to include a requirement in the Cardiff Undertaking

that Members sign up to completing essential training identified in the programme.

7. The Member Induction Officer Project Group established under the Performance and Governance Organisational Development Programme has recently met on a monthly basis to formulate, in consultation with Directorates, the learning and development plan that will provide new Members and returning Members with the required skills and knowledge to enable them to carry out their roles.

8. The programme is set out as follows: -

Core learning: this will include essential sessions to take place from 8 May to July 2017 that will include an introduction to the Council and essential sessions relating to:-

- Statutory responsibilities for Members e.g. Code of Conduct; Data Protection; Equalities and Diversity; Corporate Parenting; Health and Safety.
- Specific role related training e.g. Cabinet Members, Chair of Council, and Chairs of Committee.
- Committee based essential training in accordance with terms of reference e.g. Regulatory Committees; Standards and Ethics; Audit Committee; Pensions Committee.
- Awareness sessions on specific roles of committees e.g. Scrutiny Committees.
- All Member briefings on important and or imminent matters – for example arrangements for the Champions League Final, 3 June 2017.

Topic related sessions: from July – October 2017 to include briefings to improve knowledge base; on key priorities for the Council; and workshops to support skills development.

Optional sessions: for example mentoring; IT surgeries; new member drop-in surgeries.

Regional Training: The WLGA are facilitating five 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.

9. Delivery of sessions will involve Directors, Senior Officers and trainers using a blend of learning opportunities with face-to-face interactive workshop sessions; formal presentations and briefings; regional events; e-learning modules; on line course workbooks and handouts; market place Directorate specific information (an open session with information/staff available to introduce themselves and explain their service; a visit to C2C; a coach trip to visit key sites; and training sessions where appropriate will be recorded for viewing by Members on the Intranet.

10. The timing and number of repeat sessions will be varied to enable all Members to attend one of each programmed face-to-face session.

11. Details of the Member Induction will be provided to all successful candidates as part of their welcome pack to be provided to them at the count centre by the Count Manager following their election.

Legal Implications

12. The relevant requirements of the Local Government (Wales) Measure 2011 are referred to in the body of this report.

Where Council Committees fulfil a quasi-judicial role, such as on planning and licensing matters it is particularly important to ensure that members have received training on their decision making role, to ensure that they are aware of the legislative requirements and only take relevant considerations into account. It is also important to ensure that members are aware of the legal requirements of the Code of Conduct and data protection legislation. Otherwise the Committee decisions may be open to challenge which may have both financial and reputational implications for the Council.

Financial Implications

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

Recommendation

The Committee is requested to endorse the approach and comment on the proposed draft Member Induction Programme for new and returning Members from May 2017

Davina Fiore
Director of Governance & Legal Services
15 March 2017

Appendix A – Members Induction Programme from May 2017