

DRAFT MEMBER INDUCTION PROGRAMME 2017 – 2018

Section 1 – Candidates Information

Section 2 – New & Returning Members Induction Programme

Section 3 – Committee Specific

Section 4 – Drop in Sessions

Section 5 – E-Learning

CANDIDATES							
When	What	Location	Time allocated	Audience	Delivery Method	Training materials available/needed?	Who organises/ delivers?
Available on-line since September 2016	Be a Councillor - Make a Difference.	N/A	N/A	Potential Candidates	Guide on line	Link: https://www.cardiff.gov.uk/ENG/Your-Council/Voting-and-elections/Be-a-Councillor/Pages/default.aspx	Members Services publish on Cardiff website hard copies provide to Party Groups / Independent Members and available in Members Business Rooms
April 2017	Issuing of A Guide to new Councillors booklet and information to all registered Candidates.	N/A	N/A	All Candidates	WLGA Guide on line (<i>when available</i>) Cardiff specific information sheet to include details of: - Acceptance of Office Process; Information to be provided by new Councillors; Induction Sessions and ingoing Programme.	On line link :	Guide - WLGA Information Sheet – DF/GN

NEW & RETURNING MEMBERS

When	What	Location	Time allocated	Audience	Delivery Method	Training materials available/needed?	Who organises/ delivers?
Thursday 4 th May 2017	Local Council Elections Welcome Letter and Starter Pack	Count Centres	N/A	All Elected Councillors	Letter from Chief Executive. Pack from Director of Governance & Legal Services	Welcome letter to be agreed. To include details of Induction venue; start time and car parking Content of starter pack to include: <ul style="list-style-type: none"> • Councillor Personal Detail Form; • Pension Form; • IT offer; • Induction programme; • Welsh measure Questionnaire – times of meetings • Language choice • On-line resources. 	Letter to be agreed with - PO/DF/GN Starter pack – GN/ Members Services Count Managers to distribute
Monday 8 th May 2017 10.00am to 12 noon & 4.00pm to 6.00pm	<p>Welcome and Introduction to the Council, its role and introduction to role of Councillor; decision making.</p> <p><u>9.45am:</u> Welcome desk open to register for session</p> <p><u>10.00am</u> - Refreshments and meet other new &</p>	<p>Committee Room 1</p> <p>‘Crush’ Hall Level 1</p> <p>Committee Room 1</p>	Morning session repeated at 4.00pm until 6.00pm	All new and returning Members (E)	Chief Executive (in diary) /Director of Governance & Legal Services/ Member & Committee Services/ICT/Facilities Management/Comms	Welcome from Chief Executive <ul style="list-style-type: none"> • Signing of Acceptance of Office with MO (DF) • Members Register of Interests (/DM/KA). • Personal Information & Members Remuneration 	DF/GN & Team /Cabinet Office staff/ Comms/ FM/IT

	<p>returning Councillors; and key Officers.</p> <p><u>10.15am</u> – Welcome by Chief Executive</p> <p><u>10.30am – 12.00noon & 4.30pm – 6.00pm</u> Individual signing of Acceptance of Office with DGLS.</p> <p><u>10.30am – 12.00noon & 4.30pm – 6.00pm</u> – Member Services staff to ensure that Members move through each activity.</p>	<p>Committee Room 1</p> <p>Committee Room 2</p> <p>Council Chamber Photos</p>				<p>Information – issuing of employee number (GN)</p> <ul style="list-style-type: none"> • Data Controller Registration (MS) • Official Photograph (MS/ Comms) • ID Badge (MS) • Car Parking Pass (MS) • IT Offer / appointment system for issuing of kit (PB/HD/GB); • Role as Ward Councillor & arranging of Ward Surgeries (MS) <p>General Induction pack to include:</p> <ul style="list-style-type: none"> • Role Descriptions • Members Handbook information sheet • Senior Management Structure & key contact list; • Members Code of Conduct doc • Social Media doc 	
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						<ul style="list-style-type: none"> • Personal Safety doc • IT Acceptable usage policy. 	
	<p>10.30am – 12.00noon Directorate Market place</p> <p>4.00pm – 6.00pm Directorate Market place</p>	Committee Room 1 & 2		<p>New Members (E) Returning Members (Desirable)</p>	<p>All Directors to provide stalls an literature; and staff available to discuss answer questions on key issues for the Directorate</p>	<p>Opportunity to learn about Council services and meet Lead Officers. Market Stalls with Directorate information on services and key contacts</p> <p>Members Services stall on Members Enquiries / Request for Services Information Guide. Scrutiny Services stall on what is scrutiny Member on-line training demonstration and available courses. Bilingual Cardiff Stall. IT examples of kit available.</p>	<p>All Directors / Members Services</p>
<p>Wednesday 10 May 2017</p>	<p>Open Session at the C2C & ARC Sessions at 10.00am 11.30am 2.30pm 4.30pm</p>	Willcox House		<p>New Members (E)</p>	<p>Isabelle / Customer Services team</p>	<p>Opportunity to see first-hand the work of C2C and the ARC centre</p>	<p>Isabelle/ C2C Kate Rees</p>

Thursday 11 May 2017	Key Services Bus Tour	N/A	3 hour planned trip	All Members	Coach trip <ul style="list-style-type: none"> • Central Square • Barrage • Hub • Waste Re- Cycling Centre • Cardiff Model 	Handouts to include programme and information on venues services to be visited.	Neil Hanratty/ Ken Poole/Sarah McGill / Andrew Gregory
When	What	Location	Time allocated	Audience	Delivery Method	• Training materials available/needed?	Who organises/ delivers?
Tuesday 16 May 2.00pm & 5.00pm Mop up session TBA (Invite to Community Cllr sessions if don't attend)	Introduction to Code of Conduct and Ethics; Member Officer Protocol; Information Governance & Data Protection	Committee Room 4	90 minute session	All Members(E)	Briefing/ Workshop/ Ombudsman video. Follow up with E- learning	<ul style="list-style-type: none"> • Code of Conduct • Governance structure & Decision-Making; • The requirements of data protection legislation; • Handling information safely and compliance with data protection and FOI legal obligations. • Member safeguarding protocol • Where to go for advice. 	DF/ KA/GN
TBA	All Member Champions League	Committee Room 4	60 minutes	All Members	Strategic and operational briefing on event planning	<ul style="list-style-type: none"> • Handouts 	NH/KRi/Emergency Management
Monday 22 May 2017	Council Meeting process & procedures	Council Chamber	90 minutes	All Members All Members	Briefing in Council Chamber	<ul style="list-style-type: none"> • Cardiff Undertaking copies for signature 	DF/GN

2.00pm & 5.00pm	The Cardiff Undertaking Annual Council decisions on Scrutiny and CPR	City Hall / County Hall		(E)		and adoption at Annual meeting. <ul style="list-style-type: none"> Confirm seating arrangements 	
Wednesday 24 May 2017 10.00am 2.00pm 5.00pm	Councillors responsibility as a Corporate Parent (prior to Councillors signing up to the Cardiff Undertaking)	Committee Room 4	90 minutes	All Members(E)	Workshop Workbook and e-learning module		Tony Young/ Irfan Alam. Debbie Martin-Jones Gill James
Thursday 25 May 2017 4.30pm	Annual Council Installation of Lord Mayor						
Week 5 Whitsun Half Term							
June Week 1	Introduction to Finance including budgeting and treasury management Commercialisation	Committee Room 4	90 minutes	All Members(E)	Briefing Materials used from Cardiff Manager programme module e-Learning Module available	<ul style="list-style-type: none"> Where Council gets its funding & how it is spent; Budget setting Medium Term Financial Plan; Understanding Capital Budget; Where to go for advice. 	CS/IA/GW/CP
June Week 1	Education Matters			All Members	Briefing	<ul style="list-style-type: none"> School Admissions Other Key Education Issues 	NB/JT
June Week 1	Chairing Skills	Committee Room 4	90 minutes	All Committee & Scrutiny	Workshop		External support

				Chairs; & Open to all Members			
June Week 2	Equalities & Diversity	Committee Room 4	2 hour	All Members(E)	Workshop E- learning available	<ul style="list-style-type: none"> • Understanding of Council Policies; • Recognition of diversity of communities • Use of language • Appropriate behaviours • Where to go for more advice 	PK / Equalities team / Rob G/ SMG External input.
June Week 2	Role of a Ward Member/ Security for Members	Committee Room 4	90 minutes	New Members, open to all	Practical Workshop / presentation	<ul style="list-style-type: none"> • Personal Safety Guidance and LGA information. How to organise your surgery. 	IB/JG/MS
June Week 2	City Development, Economic Development and Regeneration	TBC Cardiff Model	90 minutes	All Members	Seminar session	<ul style="list-style-type: none"> • Central Station • Bus Interchange • Indoor Arena • City Deal 	AG/NH/ JC/KP/AG
June Week 3	Information Governance & Data Protection	Committee Room 4	2 hour	All Members(E)	Workshop E- learning available	<p>In depth Workshop ‘ How to say out of Trouble’</p> <ul style="list-style-type: none"> • Statutory requirements; • Pitfall; • IT policies / protection of data; • FOI’s. 	VP/DP
June Week 3	Transforming Transport		90 minutes	All Members	Seminar/Briefing	<ul style="list-style-type: none"> • Overview of transport strategy • Specific projects 	AG/NH/PC/Matt Price/ Gail B-Scott

June Week 3 Date and time to be confirmed	Planning Training (General Coach Trip) (Planning Specific Trip)		1.5 each trip	All Members	Coach Trip	<ul style="list-style-type: none"> • Brownfield regeneration (Bay/Centre) • Conservation Angle 	Andrew Gregory/James Clemence/Simon Gilbert/Darren Connelly Kate Rees
June Week 4	What you need to know about housing services in Cardiff		1.5 hours	All Members	Workshop	<ul style="list-style-type: none"> • 	Sarah Magill/ Jane Thomas
June Week 4	Neighbourhood Management Familiarisation of areas & services locality events 'Solving Local Problems in Partnership" to cover neighbourhood partnerships and hubs	Locality based	2 hours	All Members	Briefing	<ul style="list-style-type: none"> • Local information on Neighbourhood Services • Demographic data 	Sarah Magill Louise Bassett/ Jane Thomas/ Beverley King
June 2 Week 4	Communications & Social Media	Committee Room 4	90 minutes	All Members	Practical Worksop	Members Social Media Guidance	Tim Gordon, Head of Communications
July Week 1	City Environment Master Planning		90 minutes	All Members	Seminar		AG/NH/ Matt Wakelam, Jon Maidment
July Week 1	Safeguarding and Social Services Safeguarding Introduction to Social services Role of Social		2 hours	All Members (E)	Workshop & E learning		Tony Young Directors of Social Services Irfan Alam/ Amanda Phillips

	Worker						
July Week 2	Decisions for Future Generations (Wellbeing of Future Generations Act)		60- 75 minutes	All Members (E)	Workshop & E learning		Christine Boston, Corporate Policy Manager
July Week 2	Help for Older People - Independent Living Services		1.5 hours		Workshop		Sarah McGill/ Jane Thomas/ Amanda Phillips
July Week 3	UNICEF rights of the child initiative Safeguarding Child Sexual Exploitation		1.5 hours		Introductory session		Tony Young/ Irfan Alam / Debbie Martin-Jones / Lee Patterson/ Nick Batchelor / Angela Bourge
July Week 3	Procurement and Contracts Management		60 minutes	All Members	Briefing		Steve Robinson
August	Skills for Effective Scrutiny		2 hours	Scrutiny Members		Effective questioning	External
August	This should be done at first meetings of Committees			Scrutiny Members			Scrutiny
September Week 1	Community Leadership and Casework			All Members	Workshop & e learning module		Dem Services/ Lead Member
September Week 1	Introduction to Performance & Performance Monitoring		90 minutes	All Members	Workshop		Joe Reay
September Week 2	Public Speaking / Rules on Debating	Council Chamber	60 minutes	All Members	Workshop		Cardiff Speakers Club
September Week 3	Tackling Poverty and Welfare Reform		90 minutes	All members	Briefing		Sarah Magill/ Jane Thomas / Angel Bourge/

Prior to first meeting 14 June 2017	planning members Local Development Plan Protocols	Room 4	minutes				James Clemence Simon and Darren Planning Officers Kate Rees Chair of Planning Committee
Month 3 TBA	Coach Trip	N/A		Planning Members	Trip focused on more key planning topics/sites	Fact sheets	James Clemence Kate Rees
TBC Prior to first meetings	Licensing	City Hall	2 hours	Licensing Committee(E)	Introductory Training Session		Dave Holland, Head of Shared Regulatory Services.
TBC Prior to first meeting	Licensing for Non- committee Members and policies and protocols.	Committee Room 4	90 minutes	Licensing Committee(E)	Briefing		Dave Holland, Head of Shared Regulatory Services.
TBC Prior to first meeting	Corporate Parenting Advisory Committee – Members training	Committee Room 4	2 hours	CPAC Members (E)	Introductory Training Session		Asst Dir Children Services/ OM's
TBC Prior to first meeting 20 June 2017	Audit Committee		2 hours	Audit Committee(E)	Introductory Training Session		Ian Allwood, Head of Finance Viv Pearson, OM Governance & Risk
TBC Prior to first meeting	Standards & Ethics Committee		90 minutes	Standards & Ethics Committee New Members (E)	Introductory Training Session		Director of Governance & Legal Services/Kumi Ariyadasa
TBC Prior to first	Pensions Committee	Room 343	90 minutes	Pension Committee	Introductory Training Session		Director Corporate Resources & Pension

meeting				Members(E)			Manager
Before Annual Council 25 May 2017	Introduction to role of Lord Mayor & Chair of Council	Room 268	2 hours	Lord Mayor Elect	Briefing	<ul style="list-style-type: none"> • Role Of Lord Mayor • Chairing meetings • Constitution & Council Procedure Rules; • Rules of Debate 	DF/KR/Protocol/GN
TBC	Introduction to Cabinet	Room 515	½ day session	Cabinet Member	Briefings	<ul style="list-style-type: none"> • Overview of Cabinet and Decision Making; • Directorate specific policy/information 	CEx/ DF/ DO/CD & Directors
June Week 1	Cabinet Member Portfolio briefings	Cabinet Members Offices		Cabinet Members	Information pack to be provided.	<ul style="list-style-type: none"> • 	Directors/ Claire Deguara

REGIONAL EVENTS FOR NEW MEMBERS						
6 th October - Caerphilly County Borough Council		All day	New Members		These sessions will include a message from the Cabinet Secretary and the Future Generations Commissioner, as well as guidance on how to be a successful Councillor, current challenges and how to use social media.	WLGA facilitated
13 th October - Carmarthen Halliwell Centre						
3rd. November - Conwy Business Centre						
10 th November - Swansea Marriott Hotel						
DROP IN SESSIONS FOR ALL MEMBERS						
First 6 months available: - Mondays at 4.00pm Friday at 10.30am	Member Enquiry system & Request for Service; Managing Committee Papers; Managing Outlook calendar; Self Service Forms		30/45 minutes bookable in advance	All Members as required	Drop in Sessions run by Member Services	Members Services team

Note :(E) = Essential Training for all Councillors

E-learning for members available on the

Available currently (September 2016)	Available for the new intake (to be converted from WLGA materials by local authority training officers)
Chairing Meetings	Introduction to Scrutiny
Decisions for Future Generations	Ethics and Standards
Public Speaking	Planning for non-planning committee members
Personal Resilience	Planning for planning committee members
Effective Writing	Corporate Parenting
Stress Awareness	Safeguarding Adults
Using E learning in your development	Child Sexual Exploitation
Managing yourself and your time	Social Media
Emotional intelligence	Community Leadership and Casework
Violence against Women, domestic abuse and sexual violence	
Modules on Staff section now that will also be of use to members:	
Equalities (Governors module)	Social Services and Well Being Act
Freedom of Information	Managing information
Welsh Language Awareness Training	