

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

Initial Proposals - Member Induction Programme 2022

Reason for this Report

1. The purpose of this report is seek direction from the Democratic Services Committee on the topics and scheduling of the Council's Elected Member Induction Programme following the Local Government Elections in 2022.

Background

2. Following the Local Government Elections in 2022 there will be a number of new and returning Elected Members. To support the effective governance arrangements of the Council, enable the newly elected councillors to undertake the variety of roles they are expected to carry out and to integrate them quickly into the Council following their election, an Elected Member induction is to be provided.
3. The Elected Member Learning and Development Strategy 2019 – 22 approved by Council on 28 March 2019 identified 5 Phases of Learning and Development for Elected members. Three of these phases cover the core learning activities following election as a Councillor. These are:

Phase	Title	Description
Phase 1	Administration (first 3 days after election)	Meeting the statutory requirements and establishing newly Elected Members within the Council. Activities include: <ul style="list-style-type: none">• Fulfilling their statutory requirements regarding their Acceptance of Office and completing their Declaration of Personal Interests,• Creation of ICT accounts and provision of ICT equipment.• Authority for the use of personal information to set up remuneration payments, web pages and enable officers to carry out other necessary administrative functions.• A briefing of the facilities available to Elected Members within the Authority• The taking of official photographs for use on the Cardiff Council website and ID cards Expected Outcomes: <ul style="list-style-type: none">• All Acceptances of Office completed• Elected Member induction administration completed

Phase	Title	Description
		<ul style="list-style-type: none"> • Cardiff Undertaking signed by all Elected Members
Phase 2	The Essentials (Prior to the Annual Meeting of Council following their election)	<p>To provide Elected Members with sufficient knowledge to prepare them to undertake their initial role in the support of Council business. This phase may include briefings on the following topics from key officers:</p> <p><u>Corporate Directors/Directors:</u></p> <ul style="list-style-type: none"> • Overview of the Council its services and structures • An overview of the Directorate Policy and Service Provision – policy context, challenges and achievements <p><u>The Monitoring Officer:</u></p> <ul style="list-style-type: none"> • Introduction to Local Government • Constitution and decision making • Members Code of Conduct <p><u>Head of Democratic Services</u></p> <ul style="list-style-type: none"> • Roles of and appointment to committees • Introduction to role descriptions • The electronic meeting systems used at Council and Committee meetings <p><u>Expected outcomes</u></p> <p>The following are the expected outcomes from this phase:</p> <ul style="list-style-type: none"> • All Members have a basic knowledge of the Council, its structure and role • Code of Conduct completed by all Elected Members • Elected Members are able to effectively undertake their governance and decision making role at Council meetings
Phase 3	The Core Functions (First 6 months after the Annual Meeting of Council)	<p>To provide Elected Members with the knowledge and skills to enable them to undertake their core functions as Elected Members. It is intended to provide a sound basis for decision making which is required by councillors to carry out their role effectively.</p> <ul style="list-style-type: none"> • Ward and Casework (including the Member Enquiry System) • Personal Resilience • Corporate Parenting • Safeguarding • Equalities and Diversity • Decision Making for Cabinet Members • Developing effective decision making for those appointed to the following: <ul style="list-style-type: none"> ○ Audit Committee ○ Constitution Committee

Phase	Title	Description
		<ul style="list-style-type: none"> ○ Corporate Parenting Advisory Committee ○ Council Appeals Committee ○ Democratic Services Committee ○ Employment Conditions Committee ○ Local Authority Governor Panel ○ Pensions Committee ○ Standards & Ethics Committee ○ Licensing Committee ○ Planning Committee ○ Public Protection Committee ○ Overview and Scrutiny Committees ● Representing constituents at meetings ie Licensing and Planning Committees ● Chairing Skills ● Questioning Skills ● Using Social media and Handling online Abuse ● Managing difficult discussions <p><u>Expected outcomes</u> The following are the expected outcomes from this phase:</p> <ul style="list-style-type: none"> a. Elected Members understand the roles to which they have been appointed. b. Elected Members are more able to carry their role in their wards and for the City. c. Elected Members are aware of their responsibilities when representing the Authority

4. The WLGA in consultation with Councillors and Officers has prepared “A Development Framework for Councillors in Wales 2021” as attached at **Appendix A**. It outlines the knowledge and behaviours expected by Councillors in Unitary Councils in Wales. This should be useful when providing support and training for members and for Councillors to identify their priorities for continuing personal and professional development.
5. Using this framework the WLGA has compiled the “Framework Induction Curriculum for Candidates and New Members in Wales for the Local Elections 2022” as attached at **Appendix B**. It indicates the key topics and timescales for the induction.

Issues

6. To enable a suitable Elected Member Induction Programme to be implemented it should meet the:
 - a. expected outcomes as defined in the Elected Member Learning and Development Strategy.
 - b. requirements of the governance arrangements of the Council.

- c. needs of the individual Councillor and not overload them in the first few months of their term of office.
7. In addition, returning Members will have a wealth of knowledge and experience and it may not be appropriate for them to attend all of the induction sessions but attendance at the prescribed sessions would be expected.
8. The Framework Induction Curriculum for Candidates and New Members in Wales for the Local Elections 2022 includes additional topics which have not been previously identified for the induction i.e. Personal safety and self-care. This document also suggests a method of delivery for the relevant topics which includes:
 - a. Workshop or webinar
 - b. Individual or group sessions
 - c. Market Place activities – several facilitators providing a range of information on services
 - d. E-Learning opportunities
 - e. External Facilitators
 - f. Regional and National events

In addition the Induction Curriculum identifies those topics which the WLGA considers “Mandatory”

9. The Democratic Services Committee is requested to review these documents and to provide its views on:
 - a. the topics that have been identified for inclusion
 - b. their preferred method of delivery of these topics
 - c. The requirement to make any of these topics mandatory.
10. Cardiff as the capital city of Wales has a number of key policies, activities and themes that will be of interest to new and returning Elected Members. These could include:
 - a. One Planet Cardiff
 - b. The Replacement Local Development Plan
 - c. Regeneration across the City
 - d. Recovery following the Pandemic
11. The Democratic Services Committee is requested to identify any additional policies, activities or themes which should be included in the Induction Programme.
12. Following receipt of the Committee’s direction on the content of the Member Induction Programme, Corporate Directors/Directors will be requested to identify any additional topics that they consider necessary for inclusion before the detailed programme is developed. The detailed proposals will be provided for further consideration by the Committee at its meeting in October 2021.

Financial Implications

13. The costs arising from the provision of the Member Induction Programme are to be contained within the existing Member Development Budget.

Legal Implications

14. Section 7 of the Local Government (Wales) Measure 2011 requires local authorities to secure the provision of reasonable training and development opportunities for its members.
15. The statutory guidance (Chapter 2) in relation to this duty recommends that the Democratic Services Committee (DSC) has overall responsibility for deciding what should be regarded as reasonable training and development opportunities as part of its function of providing support to members to carry out their functions.

RECOMMENDATION

16. The Committee is requested to consider the detail in the report and:
 - a. provide its views on the WLGA “Framework Induction Curriculum for Candidates and New Members in Wales for the Local Elections 2022” (Appendix B), including:
 - i. the topics that have been identified for inclusion
 - ii. their preferred method of delivery of these topics
 - iii. the requirement to make any of these topics mandatory.
 - b. identify any additional Cardiff policies, activities or themes or other topics which should be included in the Induction Programme
 - c. receive a detailed draft Induction Programme at its meeting in October 2021.

GARY JONES
HEAD of DEMOCRATIC SERVICES
18 May 2021

Background Papers: [Council meeting 28 March 2019 \(Minute 152 refers\)](#)