

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

Updated Proposals - Draft Outline Member Induction Programme 2022

Reason for this Report

1. The purpose of this report is to seek direction from the Democratic Services Committee on the updated topics for 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 was updated and approved by Council on 25 November 2021. It 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 7 days after election)	<p>Meeting the statutory requirements and establishing newly Elected Members within the Council. Activities include:</p> <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 <p><u>Expected Outcomes:</u></p> <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 training 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 (3 - 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"> ○ Governance & 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 ○ 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 out their role in their wards and for the City. c. Elected Members are aware of their responsibilities when representing the Authority

Issues

4. Following the Democratic Services Committee meeting held on 24 May 2021 further development has been undertaken on the topics that are being planned for the Member Induction Programme in 2022. This has been achieved by utilising the feedback provided by this committee on the topics suggested by the Welsh Local Government Association (WLGA) and its “Development Framework for Councillors in Wales”.
5. To enhance the initial proposals considered by the Committee, topics provided as part of the Elected Member Induction Programme 2017, likely topics identified from the Local Government and Elections (Wales) Act 2021, other relevant legislation and guidance have been integrated to provide an updated induction programme.
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. For each of the identified topics the updated programme includes possible descriptions or objectives, proposals for having repeated sessions and has been provisionally scheduled into the following phases of the induction although some of this scheduling may overlap for repeated session:
 - a. Phase 1 Administration 09 - 13 May 2022
 - b. Phase 2 Essentials 16 - 25 May 2022)
 - c. Phase 3 Core functions 27 May - 7 October 2022)
8. In addition, the other learning opportunities planned to be provided by the WLGA which includes E-Learning and Councillor Workbooks. It is acknowledged that there is some overlap between the identified and the additional learning opportunities. The updated draft outline induction programme is attached at **Appendix A**.
9. The requirement categorisation for mandatory topics has been included in this draft programme. The categorisation of the remaining topics will be added in subsequent iterations of the programme.
10. Further work will be needed in liaison with WLGA, Senior and other officers to ensure that:
 - a. that the programme includes all relevant topics necessary for a successful Elected Member Induction Programme in 2022.
 - b. a suitable schedule for the delivery of induction topics.
 - c. The final programme is made available to election candidates to enable them to plan their post-election activities.
11. The Democratic Services Committee is requested to identify any views they may have on the Draft Outline Member Induction Programme 2022 which should be reflected in the subsequent Elected Member Induction Programme.

Financial Implications

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

Legal Implications

13. 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.
14. 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

15. The Democratic Services Committee is requested to identify any views they may have on the Draft Outline Member Induction Programme 2022 (**Appendix A**) which should be reflected in the subsequent Elected Member Induction Programme 2022.

GARY JONES
HEAD of DEMOCRATIC SERVICES
18 January 2022

Appendix A Draft Outline - Induction for Elected Members 2022

Background Papers:

- [Agenda item - Elected Member Learning and Development](#) report to Council dated 25 November 2021.
- [Agenda item - Initial Proposals - Member Induction Programme 2022](#) report to Democratic Services Committee on 24 May 2021.
- [Local Government and Elections \(Wales\) Act 2021](#)
- [Local Authority multi location meetings: interim guidance](#)
- [Member Development and Support - WLGA](#)
- [Agenda item - Member Induction 2017](#) report to Democratic Services Committee on 08 March 2017