

# City & County of Cardiff

## Draft Outline Member Induction Programme

2022



# Contents

1.	Welcome and Introduction (Repeated Session) .....	4
2.	Getting to Grips with your IT (Repeated Sessions).....	5
3.	Orientation of Council facilities (Repeated Session) .....	5
4.	What Councillors need to know. (including Code of Conduct and how Complaints about councillors are dealt with) (Repeated Sessions).....	5
5.	Council Decision Making, Meeting Procedures and Participation (Repeated sessions) .....	5
6.	Members Personal Safety and Security Briefing.....	6
7.	The Member Enquiries Service and Casework.....	6
8.	City Tour (Repeated Session).....	6
9.	Meeting of Group Whips and Deputies .....	6
10.	Questioning Skills Training for Members (Repeated Session).....	7
11.	Preparing for the Annual Meeting of Council (Repeated Sessions) .....	7
12.	Planning for Members and Role of Planning Committee (Repeated Session).....	7
13.	Introduction to Scrutiny (Repeated Session) .....	8
14.	Cabinet Induction.....	8
15.	Information Governance & Data Protection Workshop (Repeated Session).....	8
16.	Chairing Skills .....	8
17.	Licensing Committee / Public Protection Committee Induction.....	9
18.	Governance & Audit Committee Induction.....	9
19.	Planning Committee Induction .....	10
20.	Safeguarding .....	10
21.	Corporate Parenting .....	11
22.	Community Leadership.....	11
23.	Corporate Policy and Performance.....	11
24.	Welsh Language and the Council's Welsh Language Standards .....	11
25.	One Planet Cardiff .....	12
26.	Equalities and Diversity Workshop (Repeated Session).....	12
27.	Corporate Parenting Advisory Committee Induction .....	12
28.	Local Government Finance.....	12
29.	Education Matters.....	12
30.	Neighbourhood Management Familiarisation of areas & services .....	13
31.	Child Friendly Cardiff .....	13
32.	Biodiversity and Natural Resources.....	13
33.	Regeneration across the City.....	13
34.	Social Housing and Section 106.....	13
35.	The Replacement Local Development Plan.....	13

36. Recovery following the Pandemic.....13  
37. PREVENT.....13  
38. Other Learning opportunities .....14  
39. E-Learning.....14  
40. WLGA Councillor Workbooks for Personal Development.....14

DRAFT

## Phase 1 Administration (9 – 13 May 2022)

### 1. Welcome and Introduction (Repeated Session)

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	<i>Mandatory</i>	<i>Mandatory</i>

This event is our welcome event for all new and returning Councillors. This is an important session where you will sign your Acceptance of Office of Councillor and meet the Chief Executive; Statutory Officers and the Senior Management team.

Welcome from Chief Executive, Mr Paul Orders, Director Governance & Legal Services, Davina Fiore and Chair of Standards & Ethics Committee.

- Role of Councillors
- Member/ Officer relationship;
- Values of the Council;
- Headline issues for the Council;
- Aims of the session.

#### **Individual signing of Acceptance of Office**

The Chief Executive/Director Governance & Legal Services & Monitoring Officer will be in Committee Room 2. Councillors will be allocated a timeslot at the Welcome desk. Councillors must sign the Acceptance of Office before acting as a councillor and attending the first Full Council meeting.

#### **Declaration of Interests advice.**

All Councillors must register their disclosable interest in the Register of Interests within 28 days. The Deputy Monitoring Officer and officers will be on hand to provide advice and assistance to Councillors to complete this documentation.

**Official Photographs** - which you need to have taken for the Council's website and Council ID badge are being taken in the Riverside Lounge. Your Member Support Officer will be on hand to direct you.

**IT Offer for Councillors** - including a laptop or tablet and mobile phone will be available for demonstration and for you to choose the offer that suits your needs. Information on the offer will be in your welcome pack in preparation for this session. Returning Members will be able to keep their current IT equipment provided it meets current standards and if they wish to do so.

#### **Services Market Place**

This is an opportunity for you to meet all the service directors and some of their teams to find out more about the services we provide and Corporate Plan initiatives and programmes and to discuss their areas of work and pick up information.

## 2. Getting to Grips with your IT (Repeated Sessions)

New Councillors will be allocated a time slot convenient to them at the Induction event to receive the IT policy guidance and an overview of their IT device/s; and the opportunity to collect and sign for their equipment. Further slot can be arranged on Thursday and Friday in accordance with the Councillor availability.

## 3. Orientation of Council facilities (Repeated Session)

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	<b>Mandatory</b>	<b>Mandatory</b>

For those not familiar with County Hall our Members Services will be available to show Councillors facilities in County Hall. You can also meet your Members Support Officer and receive your ID badge; discuss Business cards; Ward Surgery requirements and understand the support services available to Councillors.

## 4. What Councillors need to know. (including Code of Conduct and how Complaints about councillors are dealt with) (Repeated Sessions)

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	<b>Mandatory</b>	<b>Mandatory</b>

These sessions will cover:

- Councillor's Code of Conduct; Ethical Standards and Interests;
- Role of Standards & Ethics Committee
- Governance structure & Decision-Making;
- Overview of statutory responsibilities for data protection and handling information safely and compliance with data protection and FOI legal obligations;
- Member safeguarding protocol;
- Use of social media;
- Where to go for advice and further information.

## 5. Council Decision Making, Meeting Procedures and Participation (Repeated sessions)

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	<b>Mandatory</b>	<b>Mandatory</b>

The session will provide an opportunity for Elected Members to understand and practice remotely joining and effectively participating in Multi-location meetings

## 6. Members Personal Safety and Security Briefing

Presentation to include:

- Minimising Personal Safety Risks
- Use of Peoplesafe – Lone Working application for your mobile phone
- The Alert System

## 7. The Member Enquiries Service and Casework

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	<i>Mandatory</i>	<i>Mandatory</i>

This session will provide information on the Members Enquiries Service and how enquiries can be logged to assist you to manage your casework.

### Phase 2 Essentials (16 - 25 May 2022)

## 8. City Tour (Repeated Session)

This is an opportunity for Councillors to visit strategic locations and sites in the Council boundary to get a feel for development; strategic infrastructure and service provision across the city.

### City Tour Itinerary

- Porth Teiger & Inner Harbour
- International Sports Village
- Mount Stuart Square
- Dumballs Road & Brains Brewery
- The Tramshed
- Central Square
- Cardiff University- Innovation Campus & Park Place
- Capital Quarter & Callaghan Square
- Return to County Hall

## 9. Meeting of Group Whips and Deputies

First of monthly meetings with Party Group Whips.

The Chief Whip and Party Group Whips are important links between the Council; their party group and opposition party groups.

Group Whips are asked to attend monthly meetings to discuss the arrangements for business at the Council; nominations for Committees & Outside Bodies; general procedural and behaviour issues; consultations; and external development opportunities.

## 10. Questioning Skills Training for Members (Repeated Session)

This will be a practical “workshop” skills session to give Members the chance to consider some questioning strategies from scenarios, and group working.

## 11. Preparing for the Annual Meeting of Council (Repeated Sessions)

This session will prepare Councillors on what to expect at the first meeting of full Council and will allow Councillors to familiarise themselves with the Council Chamber; layout and the equipment used; provide a briefing on webcasting.

Members will receive the Cardiff Undertaking and be made aware of their responsibilities when signing and affirming their commitment to the Undertaking at Full Council.

To receive a brief overview of reports that will be considered at the Full Council meeting. The Annual Council as the first Council of the year will deal with the following business:

- Election of Lord Mayor & appointment of Deputy Lord Mayor
- Confirmation of the Membership of Council;
- Declaration of commitment to the Cardiff Undertaking
- Election of Leader and Cabinet
- Members Remuneration
- Establishment of Standing Committees of Council; allocation of seats and appointments to Committees;
- Appointments to Outside Bodies
- Calendar of meetings.

## 12. Planning for Members and Role of Planning Committee (Repeated Session)

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Committee Members</i>
<i>Legislative/Constitutional</i>	<i>Beneficial</i>	<i>Mandatory</i>

This 2 hour training session is designed to give you a good understanding of how to effectively engage with the numerous aspects of the Planning function. Importantly, it will help you understand the key ‘do’s and don’ts’ with regard to relevant procedures and codes of practice.

The session will cover the following aspects:

- The role of Planning
- The Cardiff Planning Service
- How key functions operate
- Members Planning Code of Good Practice
- Planning Committee Procedure Rules
- Practicalities- How to engage
- Questions/discussion

### 13. Introduction to Scrutiny (Repeated Session)

This session will:

- introduce Councillors to Scrutiny and the Scrutiny Team in Cardiff.
- explain the role of a Scrutiny Councillor.
- provide information on support to Scrutiny Members.
- Types of Scrutiny.
- Work programming.
- What happens at a Committee meeting.

### 14. Cabinet Induction

To provide the Cabinet with an understanding of their individual and collective roles and responsibilities.

### 15. Information Governance & Data Protection Workshop (Repeated Session)

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	<i>Mandatory</i>	<i>Mandatory</i>

This session is for all members and will provide an understanding of:

- What Information Governance is?
- Information Governance responsibilities
- The Data Protection Act
- Information Security
- Freedom of Information Act
- Records Management
- Guidance and support
- Your Role as a Data Controller
- Where to get advice and further information.

**Phase 3 Core Functions (27 May – 7 October 2022)**

### 16. Chairing Skills



Chairing skills for councillors: An interactive workshop covering the key skills required to chair meetings effectively. This provides councillors with some examples of good practice and encourages them to consider their own performance as chairs or vice chairs.

## 17. Licensing Committee / Public Protection Committee Induction

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Committee Members</i>
<i>Legislative/Constitutional</i>	<i>Beneficial</i>	<i>Mandatory</i>

This session is mandatory for members of the Licensing Committee and Public Protection Committees and their Sub-Committees and because of the potentially serious consequences of decisions being made which may not comply with the law and procedure members will not be able to sit on the Committee and take part in decision making until the training is completed. The session will:

- Provide an overview of licensing laws.
- An understanding of licensing issues.
- Awareness of points to watch and case studies.
- Compare different types of applications that will need to consider at meetings.
- Give Councillors more detailed understanding and more confident outlook when dealing with all licensing matters.
- Ensure Councillors are in a position to take decisions and avoid any challenge on the basis of bias.
- Where to get advice and further information.

## 18. Governance & Audit Committee Induction

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Committee Members</i>
<i>Legislative/Constitutional</i>	<i>Beneficial</i>	<i>Mandatory</i>

This session will provide members of the Governance & Audit Committee with an outline of:

- the fundamental roles and responsibilities of the Governance & audit committee;
- the Internal Audit Plan and audit recommendations;
- the mechanics of committee business;
- Risk Management processes;
- Treasury Management;
- Internal and external auditor protocols;
- Governance and Assurance;
- Self-assessment.
- Where to get advice and further information

## 19. Planning Committee Induction

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Committee Members</i>
<i>Legislative/Constitutional</i>	<i>Beneficial</i>	<i>Mandatory</i>

This session is essential to ensure that the Council's Planning Committee functions in full accordance with relevant procedures, codes of practice and guidance and because of the potentially significant consequences of decisions being made which may not comply with the law and procedure members will not be able to sit on the Committee and take part in decision making until the training is completed. Importantly, it will help you understand the key 'do's and don'ts' and will also give you a good overview of the numerous aspects of the Planning function. There will be opportunities for discussion, numerous breaks and lunch will be provided with the format as follows:

### Morning Session:

- The role of Planning
- The Cardiff Planning Service
- How key functions operate
- Members Planning Code of Good Practice
- Planning Committee Procedure Rules
- Practicalities- How to engage
- Questions/discussion

### Afternoon Session:

- Presentation by
- Planning Committee 'dry run'
- Discussion- Key material factors

## 20. Safeguarding

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	<i>Mandatory</i>	<i>Mandatory</i>

This is a mandatory session relating to the importance of safeguarding children and vulnerable adults. The session will cover the following objectives:

- To increase knowledge and awareness and the ability to act on concerns about the safety and welfare of adults and children
- To understand the Corporate Safeguarding Policy and share the good practice currently in place
- Understand the indicators of abuse

- Explore the impact of abuse and neglect on adults and children and how to support them
- To develop an understanding of reporting procedures
- Develop a knowledge of the current Safeguarding legislation here in Wales

## 21. Corporate Parenting

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Experienced (Returning) Members</i>
<i>Legislative/Constitutional</i>	<b>Mandatory</b>	<b>Mandatory</b>

This is a mandatory session which aims to provide an understanding of the:

- Role of a Corporate Parent
- The difference between Corporate Parenting and Safeguarding
- Abbreviations, acronyms and other terminology used in respect of Corporate Parenting
- Corporate Parenting Strategy
- Corporate parenting arrangements of the Council including the makeup of the Key staff, services and partners delivering support to Children Looked After
- The role of Corporate Parenting Advisory Committee (CPAC)

## 22. Community Leadership

Being a community leader can mean many things this session will assist you to better understand your role to:

- Ensure that everyone has a say including the hard to reach or the disinterested.
- Making sure that the council is aware of the needs of people in your community.
- Empowering your community to support itself.
- Working to enable the council and local people to work together to get things done.

## 23. Corporate Policy and Performance

To provide elected members with an understanding of the:

- Wellbeing and Future Generations Act
- Socio-economic duty
- Council's Performance Management Framework

## 24. Welsh Language and the Council's Welsh Language Standards

Local authorities in Wales have a statutory duty to comply with their Welsh language standards which explain how they as an organisations should use and support the Welsh language. The 'Welsh Language Standards' ensures that the Welsh language is treated no less favourably than English in all Council services.

This session will make you aware of those Welsh language standards which you are expected to comply with in your various roles.

## 25. One Planet Cardiff

To provide an understanding of the Council's vision for a Carbon Neutral City by 2030. One Planet Cardiff is a strategic response to the climate emergency. Climate Change is already shaping our lives. We are living in a climate emergency with stark warnings and evidence globally that urgent action is needed if we are to avert the dangers ahead. Our [One Planet Cardiff Strategy](#) proposes a wide range of ambitious actions that will begin to form the basis of a delivery plan to achieve Carbon Neutrality. It aims to do this in a way that supports new green economies and greater social wellbeing in the city.

## 26. Equalities and Diversity Workshop (Repeated Session)

The Aims of the workshop include:

- Awareness of Equality and Diversity responsibilities, positive actions and hidden barriers.
- Looking at the Protected Characteristics - age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- Discrimination - direct, indirect, associative and perceptive discrimination, disability discrimination and pregnancy and maternity discrimination.
- Other Prohibited Conduct – hate crime; victimisation, stereotyping, prejudice, bullying and how to report incidents.
- Micro-aggressions
- Unconscious Bias

## 27. Corporate Parenting Advisory Committee Induction

<i>Requirement</i>	<i>Newly Elected Members</i>	<i>Committee Members</i>
<i>Legislative/Constitutional</i>	<i>Beneficial</i>	<i>Mandatory</i>

Committee Member Induction to include an overview; updated on Annual report and Work Programming

## 28. Local Government Finance

- Where Council gets its funding & how it is spent;
- Budget setting Medium Term Financial Plan;
- Understanding Capital Budget;
- Where to go for advice.

## 29. Education Matters

School Admissions policies and procedures; and other key Education Matters

## **30. Neighbourhood Management Familiarisation of areas & services**

'Solving Local Problems in Partnership' to cover neighbourhood partnerships and hubs

## **31. Child Friendly Cardiff**

Cardiff is the first city in Wales to participate in the UK for UNICEF (UNICEF UK)'s national [Child Friendly Cities](#) and Communities initiative. Our ambition is for Cardiff to be recognised as a Child Friendly City (CFC): a city with children and young people at its heart, where the rights of children and young people are respected by all, a great place to grow up. This session will assist you in understanding what the council is doing to become a Child Friendly City and how you can assist the achievement of this objective

## **32. Biodiversity and Natural Resources**

This was identified from a scrutiny recommendation. Following initial discussions with the Head of Planning to support the use of external facilitators Natural Resources Wales and Wildlife Trust to support the wider requirements, with internal support being provided to provide the Council's perspective and activities.

## **33. Regeneration across the City**

Details to be determined

## **34. Social Housing and Section 106**

Details to be determined

## **35. The Replacement Local Development Plan**

Details to be determined

## **36. Recovery following the Pandemic**

Details to be determined

## **37. PREVENT**

This session is to provide Elected Members with increased confidence in the local implementation of Prevent including safeguarding, early intervention, prevention and the intervention processes. Outcomes include a better understanding of:

- The Prevent Strategy and legislation
- Prevent & Violent extremism: what does this mean? what does it look like?
- Identifying risk and vulnerabilities in individuals
- The range of extremist ideologies present across the city
- How to make a referral

### **38. Other Learning opportunities**

The following are a list of additional learning topics which may be added to the 2022-23 Member Development Programme

- a. Becoming a Dementia Friend
- b. Fraud Awareness

## **Other Learning (Individual)**

### **39. E-Learning**

The following topics are available on the All Wales E-Learning Portal which is being developed with the WLGA.

- Ethics and Standards
- Introduction to Planning
- Planning for Planning Committee members
- Be an Effective Chair
- Well-being of Future Generations Act
- Effective Scrutiny
- Local Government Finance
- Social media
- Respect not Stress (Managing stress and coping with bullying and harassment)
- Social Services and Wellbeing (SSWB) Act
- Introduction to Licencing
- Introduction to Audit and Risk.
- Corporate Parenting\*
- Safonau'r Gymraeg/Welsh Language Standards
- Equality and Diversity
- Get your message across (Public speaking and working with the media)
- Safeguarding, adults, children and young people
- Violence against women domestic abuse and sexual violence
- Community Leadership and Casework
- Time, work and wellbeing

There are a number of E-Learning modules available on the Cardiff Academy including:

- Cyber Security

### **40. WLGA Councillor Workbooks for Personal Development**

These workbooks are designed as an introduction or a refresher to key knowledge areas for councillors which can be used as and when members need the information. They cover a broad range of generic skills as well as specific issues and service and or policy areas and their impact at ward level.

Some of the workbooks have been developed specifically for Councillors in Wales by the WLGA from those provided for members in England by the LGA. Others are new publications written specifically for a Welsh audience.

The workbooks currently available are:

- [NEW: Stress Management and Personal Resilience](#)
- [Corporate Parenting](#)
- [Safeguarding Adults](#)
- [Child Sexual Exploitation](#)
- [Presentations from regional training sessions for Elected Members on their responsibilities towards Gypsies and Travellers](#)
- [Chairing Skills](#)
- [Facilitation and Conflict Resolution](#)
- [Handling Casework](#)
- [Health and Safety in the Council](#)
- [Influencing Skills](#)
- [Making Sustainable Decisions](#)
- [Scrutiny of Finance](#)
- [The Effective 'Ward' Councillor](#)

DRAFT