
REPORT OF THE HEAD OF DEMOCRATIC SERVICES

MEMBER INDUCTION UPDATE

Reason for this Report

1. The purpose of this report is to inform the Democratic Services Committee of the progress that has been made with the Member Induction following the Local Government Elections on 5 May 2022.

Background

Role of the Democratic Services Committee

2. The Local Government (Wales) Measure 2011, Part 1, Chapter 2, requires local authorities to appoint a Democratic Services Committee to oversee the Democratic Services functions of the Council, ensure that the work is adequately resourced and report to the full Council accordingly. The Democratic Services functions include Members' Services, Committee Services and Scrutiny Services, but not Cabinet Support Services.
3. The Elected Member Learning and Development Strategy is comprised of 5 phases of which the Member Induction includes the first 3 phases of the strategy. These phases are:
 - Phase 1 – Administration
To establish the newly Elected Members within the Council.
 - Phase 2 – The Essentials
To provide Elected Members with sufficient knowledge to prepare them to undertake their initial role in the support of Council business.
 - Phase 3 – The Core Functions
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.
4. The initial Member Induction Programme was developed prior to the Election, agreed by Democratic Services Committee, and was circulated to all candidates and agents for information with an updated induction programme then circulated to all members immediately following their election. A copy of the latest Member Induction Programme is attached at **Appendix A**.

Issues

5. The Administration Phase was initiated by a Marketplace Event which provided an opportunity for all Elected Members to: sign their Acceptance of Office, receive advice to enable them to complete their Register of Interests, have their official photographs taken, identify their ICT requirements and to find out more about the services provided by the Council. This phase had the following expected outcomes:
 - a. All Acceptances of Office completed
 - b. Elected Member induction administration completed
 - c. Cardiff Undertaking signed by all Elected Members
6. These expected outcomes were achieved by 26 May 2022 with the exception of the signing of the Cardiff Undertaking which is being considered for further review as it replicates the Code of Conduct and other legislative requirements.
7. The Essential Phase commenced with a range of topics delivered in person over the next few weeks including: the Members' Code of Conduct (including the decision making structure of the Council, the Safeguarding Protocol and the Use of Social Media protocol) , Constitution Support provided for Elected Members, Members' enquiries and casework, multi-location meetings, information governance and personal safety and security. Expected outcomes for this phase included:
 - a. All Members have a basic knowledge of the Council, its structure and role
 - b. Code of Conduct training completed by all Elected Members
 - c. Elected Members are able to effectively undertake their governance and decision making role at Council meetings
8. During this phase many of the learning activities were switched from in-person sessions to remote sessions on MS Teams to assist members to find time to attend and to improve attendance at each session.
9. These outcomes are on the way to being achieved with the exception of all Members completing both the code of conduct and Information Governance training. 52 members (64.56%) have completed the Code of Conduct learning to date, and 34.18% have attended Information Governance. Further sessions are being organised for September and online training is also available to ensure all members attend. Cllrs are asked to encourage their Group colleagues to attend this mandatory training if they have not done so. Further details on the mandatory training activities are provided in paragraph 13.
10. The core functions phase focussed on the provision of Committee Inductions, safeguarding and corporate parenting. The expected outcomes from this phase included:
 - 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

11. Given initial feedback these outcomes are underway although only 55.70% of members have attended safeguarding training and 59.49% have attended Corporate Parenting. Committee members are asked to encourage their group colleagues to attend and in addition further evidence from the evaluation responses from the relevant sessions are being sought.

Mandatory Training

12. Some of the induction topics were identified as “Mandatory” because of their importance and that they related to legislative or constitutional requirements. Two of the topics, Constitution and Committee Procedures and the Preparation for the Annual Meeting of Council were re-categorised as “Recommended” due to the inclusion of committee procedures within committee inductions and the timeliness in respect of the preparation of Annual Meeting of Council.

13. The following is a summary of attendance at Mandatory Learning events:

a. What Councillors need to Know

| | | | | |
|---------------------|--------|--------|--------|--------|
| Date(s) | 10 May | 12 May | 24 May | 24 Jun |
| Number of Attendees | 9 | 17 | 21 | 4 |
| Total Attendees | 51 | | | |
| Expected Attendees | 79 | | | |
| Percentage | 64.56% | | | |

b. Information Governance and Data Protection

| | | |
|---------------------|--------|--------|
| Date(s) | 17 May | 19 May |
| Number of Attendees | 13 | 14 |
| Total Attendees | 27 | |
| Expected Attendees | 79 | |
| Percentage | 34.18% | |

c. Supporting Equality in Cardiff’s Diverse Communities

| | | |
|---------------------|--------|--------|
| Date(s) | 16 Jun | 28 Jun |
| Number of Attendees | 24 | 29 |
| Total Attendees | 53 | |
| Expected Attendees | 79 | |
| Percentage | 67.09% | |

d. Corporate Parenting

| | | |
|---------------------|--------|--------|
| Date(s) | 22 Jun | 27 Jun |
| Number of Attendees | 28 | 19 |
| Total Attendees | 47 | |
| Expected Attendees | 79 | |
| Percentage | 59.49% | |

e. Safeguarding

| | | |
|---------------------|-----------|-----------|
| Date(s) | 27-Jun-22 | 02-Aug-22 |
| Number of Attendees | 22 | 22 |
| Total Attendees | 44 | |
| Expected Attendees | 79 | |
| Percentage | 55.70% | |

14. It should be noted that there are a range of reasons to explain why the mandatory learning topics have not currently been completed by all members. These relate to the availability and commitments of Elected Members including:

- Existing commitments which could not be changed prior to the scheduled learning events
- Increased expectation on the newly elected members to address the concerns of their constituents following the election and increasing the Elected Members workload

15. Further sessions will be arranged in the next few months which are anticipated to enable all of the mandatory sessions to be completed within this municipal year. Group Whips have been provided with information in relation to their Group Members attendance at mandatory training. In addition, some of the key non-mandatory sessions will be provided to ensure that all Members are confident in undertaking their role.

Evaluation of Learning

16. Following each induction topic a hard copy or electronic evaluation form was provided to attendees. The following shows the number of responses which have been received for the mandatory sessions.

| Training Course | No of Completed Returns | | | Attendance | Response Percentage |
|---------------------------------------------|-------------------------|------|-------|------------|---------------------|
| | Electronic | Hard | Total | | |
| Corporate Parenting | 1 | | 1 | 47 | 2.13% |
| Decision Making Code of Conduct | 5 | 7 | 12 | 51 | 23.53% |
| Info Governance and Data Protection | 4 | 7 | 11 | 27 | 40.74% |
| Safeguarding | 4 | | 4 | 44 | 9.09% |
| Supporting Equality and Diverse Communities | 4 | | 4 | 49 | 8.16% |

17. A further reminder will be sent to all attendees of learning activities to increase the level of responses and to enhance the validity of any views that have been made. The Democratic Services Committee is recommended to receive a further update on the Member Induction at a subsequent meeting.

Financial Implications

18. All costs from Democratic Services activities and services support are to be monitored and contained within the respective funding sources and budgets.

Legal Implications

19. 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.
20. The Welsh Government's statutory guidance in relation to this duty - The Local Government Measure 2011 (Chapter 2) recommends that the Democratic Services Committee 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.
21. Group Leaders have a statutory duty (Local Government and Elections Wales Act 2021) to promote and maintain high standards of conduct by members of their group. It is considered that encouraging members of their groups to attend mandatory training sessions, is part of this duty, and Group leaders will be reminded of this.

RECOMMENDATION

22. The Democratic Services Committee is recommended to:
 - a. Note the information set out in the report and its appendix
 - b. Identify any proposals to assist in completing the mandatory training elements
 - c. Receive a further update on the Member Induction Programme at a subsequent meeting of the Committee.

GARY JONES
HEAD of DEMOCRATIC SERVICES
05 August 2022

Appendices:

Appendix A Member Induction Programme 2022

Background Paper:

[Elected Member Learning and Development Strategy 2019 - 2022](#) approved by Council on [25 November 2021](#)