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## REPORT OF THE HEAD OF DEMOCRATIC SERVICES

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### MEMBER INDUCTION UPDATE 2022

#### Reason for this Report

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

#### Background

##### Role of the Democratic Services Committee

2. The Local Government (Wales) Measure 2011, Part 1, Chapter 2, <https://www.legislation.gov.uk/mwa/2011/4/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. Prior to the Local Government Elections in 2022 the Democratic Services committee were consulted about proposals for the Member induction in 2022. The induction was developed 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.
4. 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. The first three of these phases cover the learning activities immediately following the election of a Councillor. The phases are as follows:

Phase	Description	Estimated Timescale
Phase 1	Administration	First 7 days after election
Phase 2	The Essentials	Prior to the Annual Meeting of Council
Phase 3	The Core Functions	3 - 6 months after the Annual Meeting of Council
Phase 4	Identifying the Needs of Individual Councillors	Following completion of the Member Induction

Phase	Description	Estimated Timescale
Phase 5	Continuing Development	Throughout the 5 year term of office

5. In addition, other learning opportunities are planned to be provided by the WLGA which includes E-Learning and Councillor Workbooks.
6. The Member Induction Programme was considered by the Democratic Services Committee at its meeting on 5 September 2022.

## **Issues**

### Pre-Induction Period

7. Prior to the Election an email was sent to all candidates and agents by Electoral Services which provided an outline of the activities and information that would be required should candidates be successfully elected including a copy of the first month of the induction programme
8. At the Election, an Induction Pack was provided which contained the essential administrative documents and a full copy of the Member Induction Programme from 9 May – 31 Aug 2022.
9. It is uncertain how effective the sharing of this information in advance of the Induction benefitted those Candidates who were elected

### Phase 1 - Administration

10. This 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
11. These expected outcomes were achieved by 26 May 2022 except for the signing of the Cardiff Undertaking which is being considered for further review as it replicates the Code of Conduct and other legislative requirements.

### Phase 2 - The Essentials

12. This phase commenced with a range of topics delivered in person prior to the Annual Meeting of Council and included: 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 the necessary time to attend each session and to improve attendance.
9. It is considered that the expected outcomes for this Phase of the Member Induction have been partially achieved as there are 5 Elected Members who have yet to complete their Code of Conduct training during this administration. However, three of these members attended code of conduct training in the previous administration.

### Phase 3 - The Core Functions

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. It is considered that the expected outcomes for this phase of the Member Induction have been achieved.

### Mandatory Training

12. Some of the induction topics were identified as “Mandatory” for all members 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.

Ser	Topic	Expected Attendees	Total	%
1.	What Councillors need to Know	79	74	93.67%
2.	Information Governance and Data Protection		43	54.43%
3.	Supporting Equality in Cardiff’s Diverse Communities		65	82.28%
4.	Corporate Parenting		67	84.81%
5.	Safeguarding		59	74.68%

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 were arranged over the next few months which were anticipated to enable all of the mandatory sessions to be completed within this municipal year. Group Whips were 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.
16. All Members who have yet to complete their mandatory training sessions have been advised of the E-Learning modules available on the Cardiff Academy for them to complete the Member Induction. Weekly reports are provided to the Head of Democratic Services by the Cardiff Academy of any Elected Member completing an E-Learning module. The Mandatory training records are updated and shared with political Group Whips on a regular basis.
17. In addition, membership of some Committee required a mandatory committee induction. These inductions were successfully completed by all Elected Members for the following committees:

Ser	Committee	Expected Attendees	Total	%
6.	Licensing Committee	12	12	100%
7.	Public Protection Committee	12	12	100%
8.	Cabinet	12	12	100%
9.	Planning Committee	12	12	100%
10.	Governance and Audit Committee	8	8	100%

18. The membership of these Committee is not consistent, but any Members subsequently appointed to these committee must complete the appropriate induction during this administration before they are able to formally participate in committee business.

#### Other Training

19. A range of other topics have been delivered to support Elected Members in their role as a Councillor. These have not been identified a mandatory and therefore if a returning or new councillor has existing knowledge and skills of this topic there has been no requirement for them to attend these training sessions.
20. This is a list of other topics that have been attended:

Ser	Topic	Category	Attendance Totals
11.	Member Services and MES		14
12.	Personal Safety and Security		14
13.	The Constitution and Committee Procedures		27
14.	Support for Members		11
15.	Introduction to Scrutiny		14
16.	Multi-location meetings		32
17.	City Tour		16
18.	Performance Management and Data Strategy		22
19.	Preparation for the Annual Meeting of Council		17
20.	Planning for Members		26
21.	Local Government Finance		28
22.	Child Friendly Cardiff		26
23.	Scrutiny Chairs		5
24.	What makes Effective Scrutiny		15

21. Other topics were arranged on an ad-hoc basis and included:

Ser	Topic	Category
25.	Getting to grips with your ICT	
26.	Orientation of County Hall	
27.	Scrutiny Committee Inductions	

### Evaluation of Learning

22. Following each induction topic, a hard copy or electronic evaluation form was provided to attendees. The summary of evaluation responses is shown at **Appendix A**.

23. The following shows the number of responses which have been received for the all-member mandatory sessions.

Training Course	No of Completed Returns			Attendance	Response Percentage
	Virtual	Hard	Total		
Info Governance and Data Protection	4	10	14	43	32.56%
Decision Making Code of Conduct	6	7	13	74	17.57%
Safeguarding	4	0	4	59	6.78%
Supporting Equality and Diverse Communities	4	0	4	65	6.15%
Corporate Parenting	2	0	2	67	2.99%

24. The following shows the number of responses which have been received for the committee mandatory sessions:

Training Course	No of Completed Returns			Attendance	Response Percentage
	Virtual	Hard	Total		
Licensing and Public Protection	2	0	2	12	16.67%
Planning Committee	0	0	0	12	0.00%

Governance and Audit Committee	0	0	0	6	0.00%
Cabinet	0	0	0	12	0.00%

25. The following shows the number of responses which have been received for the other induction sessions:

Training Course	No of Completed Returns			Attendance	Response Percentage
	Virtual	Hard	Total		
Members Services and MES	5	5	10	14	71.4%
Personal Safety and Security	6	5	11	14	78.57%
The Constitution and Committee Procedures	5	3	8	27	29.63%
Support for Members	3	3	6	11	54.54%
Introduction to Scrutiny	3	0	3	14	21.43%
Multi-location Meetings	0	0	0	32	0.00%
City Tour	0	0	0	16	0.00%
Performance Management & Data Strategy	2	0	2	22	9.09%
Preparation for the Annual Meeting of Council	0	0	0	17	0.00%
Planning for Members	2	0	2	26	7.69%
Local Government Finance	3	0	3	28	10.71%
Child Friendly Cardiff	4	0	4	26	15.38%
What makes Effective Scrutiny	0	0	0	15	0.00%

26. It is noticeable that the higher level of evaluation responses was received with in-person activities early in the induction and with hard copy evaluation forms being completed at the end of the session. Moving to virtual delivery of training significantly reduced the total number of responses with many activities having no evaluation responses at all.
27. Of the evaluation responses that were received the significant majority were positive with only minor negative feedback. However, it can only be assumed that if there were any issues with the delivery of any of the Induction sessions attendees would have provided immediate feedback to the Head of Democratic Services of any concerns they had at the time.
28. The use of the online evaluation form has been of very limited success. The Democratic Services Committee is requested to consider how a higher-level of evaluation form responses for any training event be achieved.

### **Financial Implications**

29. Any costs from Democratic Services activities and services support are to be monitored and contained within the existing Democratic Services funding sources and budgets.

### **Legal Implications**

30. Under the Local Government (Wales) Measure 2011, Part 1, the Democratic Services Committee is responsible for overseeing the democratic services functions of the

Council, ensuring this work is adequately resourced; and reporting to full Council accordingly.

31. The Democratic Services functions (which must be discharged by the Head of Democratic Services) are defined as follows:
  - a. to provide support and advice: to the authority in relation to its meetings; to committees of the authority and the members of those committees; to any joint committee which a local authority is responsible for organising and the members of that committee; in relation to the functions of the authority's scrutiny committees, to members of the authority, members of the executive and officers; to each member of the authority in carrying out the role of member of the authority (but excluding a member's role as an Executive member);
  - b. to promote the role of the authority's Scrutiny Committees;
  - c. to make reports and recommendations to Council in respect of the number and grades of staff required to discharge democratic services functions and the appointment, organisation and proper management of those staff; and
  - d. any other functions prescribed by the Welsh Ministers.
32. In determining how to exercise its functions, the Committee must have regard to the statutory guidance issued by the Welsh Ministers. The Welsh Government has indicated that it is proposing to revoke the earlier guidance (Statutory Guidance from the Local Government Measure 2011) issued in June 2012 and has issued refreshed draft guidance for consultation (in Chapter 2 of the Consultation Document, Local Government: Guidance for Principal Councils, 17 March 2022): [Guidance for principal councils | GOV.WALES](#). The revised draft guidance on Democratic Services Committees is substantially unchanged but has been updated to reflected legislative changes, including the removal of the legislative prohibition on the monitoring officer also being the head of democratic services (under section 161 of the Local Government and Elections (Wales) Act 2021).
33. The information set out in the body of this report enables the Democratic Services Committee to oversee the work of democratic services, ensure the work is adequately resourced and report to full Council, as appropriate.
34. Other relevant legal provisions are referred to in the body of the report.

## **RECOMMENDATION**

35. The Democratic Services Committee is requested to:
  - a. Note the information set out in the report.
  - b. Assist the Head of Democratic Services to identify options to:
    - i. improve awareness of the induction process to candidates standing for Election.

- ii. achieve a higher-level of evaluation form responses for any training event.

**GARY JONES**  
**HEAD of DEMOCRATIC SERVICES**  
31 Jan 2023

Appendix A Summary of Evaluation Responses

Background Papers:

[Elected Member Learning and Development](#) report to Council on 25 November 2021.

[Updated Proposals - Draft Outline Member Induction Programme 2022](#) report to Democratic Services Committee dated 24 January 2022.

[Member Induction Update](#) report to Democratic Services Committee on 5 September 2022.