



DEMOCRATIC SERVICES COMMITTEE – 17TH NOVEMBER 2016

SUBJECT: MEMBERS INDUCTION 2017

REPORT BY: ACTING HEAD OF CORPORATE SERVICES AND SECTION 151 OFFICER

1. PURPOSE OF REPORT

- 1.1 The report outlines the proposed induction programme for newly elected and returning Councillors following the local government elections in May 2017 for the consideration and approval of the Democratic Services Committee.

2. SUMMARY

- 2.1 The work of a Councillor is complex and challenging and the political, legislative and local landscape in which they work is changing constantly. Communities have high expectations of their elected representatives from the day of their election and throughout their period of office. It is therefore essential to be able to quickly and successfully navigate the different aspects of local government. This report outlines the importance of induction and presents a draft induction program for the approval of the Democratic Services Committee.

3. LINKS TO STRATEGY

- 3.1 Member training and development is required by the Local Government Act 2000, Local Government Measure (Wales) 2011 and Caerphilly County Borough Council Member Development Strategy 2015/2018. The Induction Programme contributes to the following Well-being Goals within the Well-being of Future Generations Act (Wales) 2016 as it prepares Councillors for their decision making roles and responsibilities where they will be called upon to consider, make recommendations and decisions that will impact on future generations:

- *A prosperous Wales*
- *A resilient Wales*
- *A healthier Wales*
- *A more equal Wales*
- *A Wales of cohesive communities*
- *A Wales of vibrant culture and thriving Welsh language*
- *A globally responsible Wales.*

4. THE REPORT

- 4.1 An induction programme is an important development opportunity as it enables Councillors to quickly become familiar with how the council works, the rules and procedures under which it operates and the complexities of the elected member role.

- 4.2 The proposed induction programme (Appendix 1) will be delivered over the first few months of the new Council term and will provide Members with an opportunity to clearly establish their roles and responsibilities and to build positive working relationships with Officers from the outset. The programme has been designed to highlight key council information and its policies and procedures which should enable Councillors to actively and rapidly participate in the business of council, increasing their confidence in their ability to make informed and effective decisions from the start of their term of office.
- 4.3 To support the induction programme an information pack will also be produced and will include a timetable of meetings, printed copies of core policies and procedures, frequently asked questions and useful contact numbers and will be distributed to Members when they sign the Acceptance of Office register.

Presentation and Exhibition (Market Place) ‘Your Council’

- 4.4 The programme will commence on Tuesday 9th May 2017 with a ‘Market Place’ exhibition which will be held in the Atrium and Glass Restaurant area of Penallta House. The exhibition will provide Members with the opportunity to find out more about the Council’s services and meet Senior Officers as well as other Councillors. Heads of Service will be in attendance and provide Members with useful point of contact information and an organisational chart (including officer photographs) of their service area.
- ‘Stalls’ will be set up and include contributions from: - Democratic Services who will provide tutorials on the Mod. Gov system and Ap. and Members Portal; IT Services who will demonstrate the different ICT options available and Information Governance who will provide information on the safe handling of information. Planning, Highways, Licensing, Trading Standards and Social Services staff will also be present. The exhibition will be available from 4.00pm until 8.00pm and will incorporate a formal presentation by the Chief Executive and Corporate Directors in the Council Chamber at 5.00pm.

Mandatory Induction

- 4.5 The Mandatory Induction seminars presented are considered to be essential and encompass Members’ statutory responsibilities and regulatory committee membership. These seminars will include Code of Conduct and Governance Arrangements (including webcasting and the use of the Chamber microphone system), Information Governance and Data Protection, Licensing and Planning and will be delivered before the full committee cycle begins.

Recommended Induction

- 4.6 The Recommended Induction seminars presented are considered to be important but not essential and include Smart and Safe Working Practices, which will look at Social Media and managing an on-line presence and hints and tips on working safely in the community; Introduction to Finance which will explain where the Council gets its funding and help Members to understand financial terminology, budget setting and medium term financial planning.

The Recommended Induction programme also includes a series of ‘Introduction To...’ training sessions, which returning Members will recognise from the Annual Training Programme. Each Committee, Sub-Committee and Panel will have a 30 minute introductory session prior to its first meeting. All new Councillors, along with the committee membership, will be encouraged to attend these sessions which will explain the terms of reference for that committee, introduce them to the Officers they are likely to see on a regular basis and take them through any decision making considerations or appeal processes that they need to take into account. Newly elected Members will also be encouraged to attend and observe the full meeting as an induction activity.

After Induction - Training Needs Analysis – Requested Training

- 4.7 During December 2017-January 2018 a training needs analysis questionnaire will be complied and distributed. Members' responses will be analysed and from this the 2018-2020 Members Support and Development Programme will be developed which will be presented to the Democratic Services Committee for approval prior to its recommendation to Council.
- 4.8 We will continue to offer a mix of tutor led training sessions, e-learning modules and seminars and the Senior Councillor Development Programme will be also be re-offered if enough interest is expressed. As always we will continue to support Members individual training requests within budgetary constraints.

5. WELL-BEING OF FUTURE GENERATIONS

- 5.1 This report contributes to the Well-being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act in that an induction programme will help prepare Members for their decision making responsibilities in which they will need to consider the positive and negative impacts on future generations, long term community resilience, economic, environmental and social capital.

6. EQUALITIES IMPLICATIONS

- 6.1 There are no specific equalities implications arising as a result of this report.

7. FINANCIAL IMPLICATIONS

- 7.1 Costs associated with the Induction Programme will be met from the Council's existing Members' training budget provisions.

8. PERSONNEL IMPLICATIONS

- 8.1 The administration of the programme means additional tasks for the Democratic Services staff but these will be met through existing budgets.

9. CONSULTATIONS

- 9.1 The report reflects the views of the consultees.

10. RECOMMENDATIONS

- 10.1 That Members note and approve the Induction Programme as detailed in Appendix 1 of the report.

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 To support newly elected and returning Councillors understand their roles and responsibilities as elected Members.

12. STATUTORY POWER

- 12.1 Local Government Act 2001, Local Government Measure (Wales) 2011.

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Appendices:
Appendix 1 2017 Induction Programme