



## STANDARDS COMMITTEE – 23RD FEBRUARY 2017

**SUBJECT: MEMBERS INDUCTION 2017**

**REPORT BY: INTERIM HEAD OF LEGAL SERVICES AND MONITORING OFFICER**

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### **1. PURPOSE OF REPORT**

- 1.1 To ask the Standards Committee to endorse the induction programme for newly elected and returning Councillors following the local government elections in May 2017 which has been approved by the Democratic Services Committee.

### **2. SUMMARY**

- 2.1 To endorse the induction programme for newly elected and returning Councillors following the local government elections in May 2017.

### **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 The attached report was considered by the Democratic Services Committee on 17th November 2016, which outlined the proposals for an induction programme for newly elected and returning Councillors following the local government elections in May 2017.
- 4.2 Members were referred to Appendix 1 of the report which presented a draft Induction Programme for the Committee's consideration and were advised that further support would be provided by way of an induction information pack.

- 4.3 Democratic Services Committee were advised that the programme would consist of three elements, firstly the formal presentation and market place exhibition, mandatory induction seminars and finally recommended induction sessions. The market place exhibition made up of individual 'stalls' would give Members an opportunity to find out more about the Councils' services and include contributions from Democratic Services, IT Services, Planning, Licensing, Trading Standards and Social Services and would be available from 4.00pm to 8.00pm. A formal presentation by the Chief Executive and Corporate Directors would also form part of this evening and would be held in the Chamber at Penallta House at 5.00pm.
- 4.4 Mandatory Induction will cover Member's statutory responsibilities and regulatory committee membership. These seminars will include Code of Conduct, Constitution, Information Governance, Data Protection, Licensing and Planning. It was noted that mandatory training for the Appeals, Appointments and Pensions Compensation Committee would be arranged as soon as future meeting dates became available. Members were advised that a training needs analysis would be carried out in late 2017 with a view to compiling the 2018-2010 Members Training and Support Programme. Members' individual training requests would continue to be supported subject to budgetary constraints.
- 4.5 Members referred to the All Day event scheduled for the signing of the register and sought clarification as to whether this meant that Councillors needed to be available for the full day. The Officer confirmed that this related to the staff presence which would be available all day to support Members with the various forms, photographs and other requirements but Councillors could attend at any time throughout the day in order to complete the process which would take between 20-30 minutes. The Member requested that the wording on the programme be changed in order to more accurately reflect the process and this was agreed.
- 4.6 Having fully considered the report and the Induction programme subject to the amendment referred to in paragraph 4.5, the Induction Programme was approved unanimously.
- 4.7 The amendment referred to in paragraph 4.5 has been made to the Programme together with some further minor changes to the timetable and the delivery of seminars (Appendix 2 refers).
- 4.8 Having regard to the background set out above members of this Committee are asked to endorse the revised Induction Programme at Appendix 2 to this report.

## **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 from this report

## **7. FINANCIAL IMPLICATIONS**

- 7.1 There are no financial implications arising from this report.

## **8. PERSONNEL IMPLICATIONS**

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

## **9. CONSULTATIONS**

- 9.1 The report reflects the views of the consultees.

## **10. RECOMMENDATIONS**

- 10.1 That Members note and endorse the Induction Programme as set out in this 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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Nicole Scammell Acting Director of Corporate Services and Section 151 Officer  
Cllr Christine Forehead, Cabinet Member HR and Governance/Business Manager

Appendix 1 Report to Democratic Services Committee 17th November 2016 together with the Induction Programme 2017

Appendix 2 Revised Induction Programme 2017