

## Flintshire County Council Member Induction Programme following 4<sup>th</sup> May 2017 Elections.

Where possible, each of the following events will be held three times: a morning session from 10.00 – 12.00, and afternoon session from 12.00 – 16.00 and an evening session from 18.00 to 20.00.

Week One is 8<sup>th</sup> - 12<sup>th</sup> May, Week Two is 15<sup>th</sup> – 19<sup>th</sup> May and Week 3 is 22<sup>nd</sup> – 26<sup>th</sup> May.

The Annual Meeting of Council is to be held on Thursday 18<sup>th</sup> May. The meeting starts at 11.00, but all Members are requested to attend in the Council chamber at 10.30. Our meetings are webcast, and so it is vital that all Members are properly briefed on meeting procedure in advance.

The sessions have been categorised into two: those which are general to provide a briefing/knowledge development, to provide useful information and the specific, which provides training to ensure that those Members involved are provided with knowledge which is essential to them to carry out a particular role (such as being a member of the Audit or Planning & Development Committee)

Training marked **E** is considered to be essential for all members. Training marked **M** is Mandatory training for those members who will be on the Audit and Planning & Development Committees. Without the requisite training, Members will not be able to sit on either of these committees.

We have envisaged that new Members would come in for iPad allocation and familiarisation in week one.

When Dates and times	What	Who	Focus – Outcomes and expectations	Delivery Method
Week One (8-12 <sup>th</sup> May)	WLGA Councillors' Guide distributed with the invitation to make the declaration of Acceptance of Office.	All Members	Briefing/knowledge development	Printed and Online Guide (Within the Appointment Envelope)
Week One	All Members must come in	All	Statutory	Personal meeting and brief tour

<b>When Dates and times</b>	<b>What</b>	<b>Who</b>	<b>Focus – Outcomes and expectations</b>	<b>Delivery Method</b>
(8-12 <sup>th</sup> May)	to County Hall to make their declarations of acceptance of office to Chief Executive.  Orientation (Council offices and county facilities)	Members <b>(E)</b>	requirement for all Members to have made their declaration of acceptance of office to the Chief Executive before they can function as a councillor	for new Members
Week One (8-12 <sup>th</sup> May) 3 sessions  9 <sup>th</sup> 2pm - 4pm <b>(Clwyd Room)</b>  10 <sup>th</sup> 6pm - 8pm <b>(Video Conf. Suite)</b>  11 <sup>th</sup> 10am -12pm <b>(Clwyd Room)</b>	Introduction to the Council, who is who, how the Council is governed and how it works, our priorities and ambitions, and how we work on the regional and national stages.	All Members	Training/applied role knowledge	Briefing by Chief Executive, Chief Officer (Governance) and Democratic Services Manager.
Week One (8-12 <sup>th</sup> May)  10am - 7pm	ICT induction and allocation of iPads and use of other equipment (Group Room PCs)	All Members <b>(E)</b>	Training/applied role knowledge	Training by ICT officers, individual sessions in week commencing 8 <sup>th</sup> May.
Week one - two (8-12 <sup>th</sup> May)	Safety first for Councillors How to ensure that you	Essential for new Members:	Training/applied role knowledge	Briefing by Chief officer (Governance) /Monitoring Officer

<b>When Dates and times</b>	<b>What</b>	<b>Who</b>	<b>Focus – Outcomes and expectations</b>	<b>Delivery Method</b>
3 sessions  11 <sup>th</sup> 2pm - 4pm <b>(Delyn Room)</b>  11 <sup>th</sup> 6pm – 8pm <b>(Delyn Room)</b>  15 <sup>th</sup> 10am - 12pm <b>(Delyn Room)</b>	are protected as a councillor, to include:  Code of Conduct and Ethics Data protection and Freedom of Information Use of social media	returning Members welcome to participate and share their experience <b>(E)</b>		and others.
Week Two/three  3 sessions  15 <sup>th</sup> 2pm – 4pm <b>(Delyn Room)</b>  15 <sup>th</sup> 6pm - 8pm <b>(Delyn Room)</b>  22 <sup>nd</sup> 10am - 12pm <b>(Clwyd Room)</b>	Strategic Finance and resources including where the money comes from, budgeting and treasury management	All Members	Briefing/knowledge development	Chief Executive or Section 151 Team
3 sessions to be allocated  12 <sup>th</sup> 10am- 12pm	Constitutional matters including meeting participation	All Members	Training/applied role knowledge	Chief Officer Governance, Democratic Services Manager, Deputy Monitoring Officer

When Dates and times	What	Who	Focus – Outcomes and expectations	Delivery Method
<p><b>(Clwyd Room)</b></p> <p>17<sup>th</sup> 2pm –4pm <b>(Video Conf. Suite)</b></p> <p>17<sup>th</sup> 6pm – 8pm <b>(Video Conf. Suite)</b></p>				
<p>Week Three 22<sup>nd</sup> - 26<sup>th</sup> May – first meeting (currently scheduled to be 9<sup>th</sup> June at 10.00) Slots available</p> <p>19<sup>th</sup> 10am – 12pm <b>(Clwyd Room)</b></p> <p>22<sup>nd</sup> 2pm - 4pm <b>(Clwyd Room)</b></p> <p>22<sup>nd</sup> 6pm - 8pm <b>(Clwyd Room)</b></p>	<p>Audit Responsibilities (To sit on the Audit committee, both new and returning Members must have participated in this training session)</p>	<p>Audit Committee <b>(E/M)</b></p>	<p>Training/applied role knowledge</p>	<p>Training by Internal Audit Manager and others</p>
<p>Week Three 22<sup>nd</sup> - 26<sup>th</sup> May, prior to first meeting (currently scheduled to be held on 7<sup>th</sup> June at 1pm)</p>	<p>How the Planning &amp; Development Committee works: role and responsibilities.  (To sit on the Planning &amp;</p>	<p>Planning &amp; Development Committee <b>(M)</b></p>	<p>Training/applied role knowledge</p>	<p>Chief Officer Planning &amp; Environment, Housing &amp; Planning Solicitor and Planning Officers</p>

<b>When Dates and times</b>	<b>What</b>	<b>Who</b>	<b>Focus – Outcomes and expectations</b>	<b>Delivery Method</b>
3 sessions allocated  16 <sup>th</sup> 2pm – 4pm <b>(Executive Room 3)</b>  16 <sup>th</sup> 6pm – 8pm <b>(Executive Room 3)</b>  23 <sup>rd</sup> 10am -12 pm <b>(Executive Room 3)</b>	Development committee, both new and returning Members must have participated in this training session)			
Week Three  16 <sup>th</sup> 10am -12pm <b>(Executive Room 3)</b>  19 <sup>th</sup> 2pm - 4pm <b>(Clwyd Room)</b>  23 <sup>rd</sup> 6pm – 8pm <b>(Clwyd Room)</b>	Planning for non-planning members - protocols	All Members	Briefing/knowledge development	Planning Officers
At the first meeting of each O&S Committee:  E&Y 8/6 2pm	The role of Scrutiny and Introduction to service areas	All Members of the respective committees  <b>(E)</b>	Briefing/knowledge development	At the first meeting of the six Overview & Scrutiny committees, there will be a short ‘formal’ session to appoint the Chair and Vice Chair. The meeting will then become a workshop to cover the

When Dates and times	What	Who	Focus – Outcomes and expectations	Delivery Method
OC 12/6 10am Env 13/6 10am C&E 14/6 10am CR 15/6 10am S&HC 15/6 2pm				role of the effective scrutineer and the terms of reference of that committee, which will be provided by the Committee's Facilitator together with a service briefing from the relevant Chief Officer.
13 <sup>th</sup> June 2pm  Training sessions for CPFC are all day on  8 <sup>th</sup> June, 5 <sup>th</sup> July and 19 <sup>th</sup> July	Clwyd Pension Fund Committee	Members of the Clwyd Pension Fund Committee  <b>(M)</b>	Training/applied role knowledge	At the first meeting of committee, there will be a short 'formal' session (The Chair will have been appointed at the annual meeting but the committee will appoint the vice Chair). The meeting will then become a workshop to cover the role of the effective Pension fund Committee member and the terms of reference of that committee.
14 <sup>th</sup> June 4.30pm	Children's Services Forum	Members of Forum	Training/applied role knowledge	At the first meeting of the Forum, there will be a short 'formal' session to appoint the Chair and Vice Chair. The meeting will then become a workshop to cover the role of the effective Forum member and the terms of reference.
21 <sup>st</sup> June 10am	Constitution & Democratic Services Committees		Training/applied role knowledge	At the first meeting of the committees, there will be a short 'formal' session.(The Chair having been appointed at the annual meeting it will be

When Dates and times	What	Who	Focus – Outcomes and expectations	Delivery Method
				necessary to appoint the vice-chair). The meeting will then become a workshop to cover the role of the effective committee member and the terms of reference of that committee.
13 <sup>th</sup> June 2017	North Wales Fire & Rescue Authority (NWFRA) Induction day	All Members who are nominated to the NWFRA <b>(M)</b>	Training/applied role knowledge	
Prior to first meeting, 5 <sup>th</sup> June at 6.30pm	Standards	Standards Committee Members <b>(M)</b>	Training/applied role knowledge	Monitoring Officer. At the first meeting of the committee there will be a short 'formal' session to appoint the Chair and vice Chair. The meeting will then become a workshop to cover the role and responsibilities of the committee.
Prior to first meeting 19 <sup>th</sup> June	Licensing	Licensing Committee Members <b>(M)</b>	Training/applied role knowledge  Other more specific training will be commissioned as required	CO P&E/ Licensing Officer At the first meeting of the Committee there will be a short 'formal' session to appoint the Vice Chair (The Chair will have been appointed at the Annual Meeting). The meeting will then become a workshop to cover the role and responsibilities of the committee.
1 <sup>st</sup> 6 months 3 sessions to be	Town & Community Councils- Ethics, interests	T&C council members, but	Training/ applied role knowledge	Chief Officer Governance/Monitoring Officer

When Dates and times	What	Who	Focus – Outcomes and expectations	Delivery Method
allocated. 25 <sup>th</sup> May 2pm -4pm 30 <sup>th</sup> May 6pm – 8pm 1 <sup>st</sup> June 6pm – 8pm	and Who's who of county Council	open to All FCC members as well		Deputy Monitoring Officer
1 <sup>st</sup> 6 months	Social Services and Well-being (Wales) Act	All Members	Briefing/knowledge development	E learning
1 <sup>st</sup> 6 months	Decisions for Future Generations (Wellbeing of Future Generations Act)	All Members	Briefing/knowledge development	E learning
1st 6 Months	Introduction to Welsh Language and Equalities	All Members	Briefing/knowledge development	Workshop and E learning
1st 6 Months	Safeguarding and Corporate parenting	All Members	Briefing/knowledge development	Workshop and E Learning
Prior to participating	Appointments, appeals and interview skills	Panel members <b>(M)</b>	Training/applied role knowledge	HR Officers
3 <sup>rd</sup> November 09.30 – 15.30	WLGA regional workshops at Conwy Business centre: New Councillors New Challenges  To include:	All new members	Briefing/knowledge development	



When Dates and times	What	Who	Focus – Outcomes and expectations	Delivery Method
	<ul style="list-style-type: none"> <li>• Cabinet Secretary Mark Drakeford AM</li> <li>• Future Generations Commissioner Sophie Howe</li> <li>• WLGA Chief Executive Steve Thomas</li> <li>• Sessions on: <ul style="list-style-type: none"> <li>○ Key Behaviours for Successful Councillors.</li> <li>○ Digital Councillors</li> </ul> </li> </ul>			
2 <sup>nd</sup> 6 Months	Community Leadership and Casework	All members	Briefing/knowledge development	E learning
2 <sup>nd</sup> 6 months	Social Media	All Members	Briefing/knowledge development	E learning