

CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

Date of Meeting	Wednesday, 25 October 2017
Report Subject	Induction Report
Cabinet Member	Cabinet Member for Corporate Management & Assets
Report Author	Democratic Services Manager
Type of Report	Operational

EXECUTIVE SUMMARY

As part of our preparations for the county council elections and the arrangements for a new council, the former Democratic Services Committee received regular progress reports on the development of proposed Member Induction programme.

This report gives details of the induction which was carried out in the first three months of the Council and proposals for continuing member development over the next year.

RECOMMENDATIONS

1	That the committee is invited to comment on the Member Induction programme held after the elections
2	The committee considers and supports the approach to Member Development for the rest of the municipal year, as detailed in appendix A.

REPORT DETAILS

1.00	EXPLAINING THE MEMBER INDUCTION PROGRAMME
1.01	The design of the 2017 Member Induction programme had benefitted from feedback after the 2012 elections. Thus for 2017, the number of topics was reduced, as was the duration of induction sessions, from three to two hours as they had previously been.
1.02	Each session was delivered in three slots: morning, afternoon and evening, to give both new and returning Members the opportunity to attend. Where possible, one of the three sessions was in the following week, recognising that newly elected members may have had prearranged commitments.
1.03	<p>Formal sessions were delivered by Council officers on the following:</p> <ul style="list-style-type: none">Introduction to CouncilSafety First for Councillors (Code of Conduct and Ethics; Data Protection ; Freedom of Information; Use of Social Media and Health and Safety)Strategic Finance & ResourcesConstitutional Matters (including participation at meetings)Planning for non-Planning membersPlanning Committee member trainingAudit committee trainingClwyd Pension fund Committee trainingIndividual committee training for Overview & Scrutiny, Licensing and Constitution & Democratic services Committee members.
1.04	Before the Annual Meeting, there was a half hour session on meeting conduct, web-casting and use of the microphones. After the Annual Meeting, we held the 'Your Council' event at the theatre, which was well attended by new and returning Members. Verbal feedback from Members was very positive.
1.05	An Induction satisfaction survey was sent to new members. Whilst few responses were received, those which were showed a high degree of satisfaction. In addition, the verbal feedback given to the officers was excellent.
1.06	The emphasis now is on Member Development briefings where the focus is on providing specific skills and knowledge for the various roles which Members have, rather than the generic sessions offered during Induction. Where possible, use is being made of half hour sessions before Overview & scrutiny meetings. Training for Planning committee Members is, by its nature, more highly specialised and so those sessions are two hour slots, with each topic being offered in two sessions. Some evenings have been included. The details are attached as appendix A for the committee's consideration and comment. This is not a complete document, as it will be added to during the year. It is the intention to provide an update to each meeting of this committee.

1.07	The Welsh Local Government Association are putting on a series of regional development events for new Members. The North Wales event will be held at the Conwy Business Centre on Friday, 3 rd November: a number of our new Members have indicated that they will be attending.
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2.00	RESOURCE IMPLICATIONS
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2.01	Providing development sessions which are linked to Members coming in for other meetings is intended to be as 'time effective' as possible, both for Members and officers. Where possible, development is being provided by the council's own officers, supplemented by external specialists as required.
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3.00	CONSULTATIONS REQUIRED / CARRIED OUT
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3.01	This report has been prepared to consult the Constitution & Democratic Services Committee on the approach being taken to continuing Member development
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4.00	RISK MANAGEMENT
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4.01	The Member Induction Programme was designed to mitigate risk by providing councillors with the knowledge and skills to carry out their roles effectively; it is intended that the Member Development Programme will maintain build on those skills.
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5.00	APPENDICES
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5.01	<u>Appendix A:</u> Flintshire County Council 2017/18 Member Development Briefings following Induction
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6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
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6.01	Member Induction reports made to the Democratic services committee during 2016/17 Contact Officer: Robert Robins, Democratic Services Manager Telephone: 01352 702320 E-mail: robert.robins@flintshire.gov.uk
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7.00	GLOSSARY OF TERMS
7.01	<u>Municipal Year</u> : the 'council year' which runs from one Annual Meeting to the next. The current municipal year started on 18 th May 2017 and finishes on 30 th April 2018. The 2018 Annual meeting will be at 11.00 on Tuesday, 1 st May.