

Schedule of Induction sessions

An induction programme has been devised for all newly elected or returning Members. The sessions are intended to provide an overview of how Flintshire County Council works, and to introduce Members to key Officers.

The programme will take place over several weeks. The first two weeks' sessions are listed in the table below.

Each session will be delivered three times with a morning, afternoon, and evening slot.

Some sessions will be delivered 'in-person' and others remotely by Zoom.

Weeks 1 (Mon-9-May to Fri-13-May) and 2 (Mon-16-May to Fri-20-May)

Topic	Indicative Presenters to include	Outline/Purpose	Target	Status and justification	Dates/times
A. Introduction to the Council	<ul style="list-style-type: none"> Chief Executive Chief Officer – Governance Head of Democratic Services Group leaders (if known) 	<ul style="list-style-type: none"> Setting the scene for the induction programme. Explaining which sessions are mandatory and which are discretionary. History; governance structure; introduction to portfolios. 	All Members	Discretionary, but highly recommended, especially for new Members	<ol style="list-style-type: none"> Wednesday 11th May @ 10am Wednesday 11th May @ 6pm Friday 13th May @ 2pm
B. Meeting structure and Chairing Skills	<ul style="list-style-type: none"> Chief Officer – Governance Head of Democratic Services Overview & Scrutiny Facilitators 	<ul style="list-style-type: none"> The Constitution provides framework wherein Council, Cabinet, Overview & Scrutiny, and the regulatory meetings all work. How the five Overview & Scrutiny Committees operate and inter-relate. 	All Members	Discretionary, but highly recommended, especially for new Members	<ol style="list-style-type: none"> Wednesday 11th May @ 2pm Thursday 12th May @ 6pm Thursday 19th May @ 10am

Topic	Indicative Presenters to include	Outline/Purpose	Target	Status and justification	Dates/times
		<ul style="list-style-type: none"> Introduction to effective chairing and recognition of the chair's role. 			
D. Constitution, Code of Conduct, the Flintshire Standard and Group leader roles.	<ul style="list-style-type: none"> Chief Officer – Governance Head of Democratic Services Deputy Monitoring Officer and Group Leaders 	<ul style="list-style-type: none"> Explaining 'the rules' so that new and returning Members are aware of them from May 2022. 	All Members	Mandatory	<ol style="list-style-type: none"> Friday 13th May @ 11am Wednesday 18th May @ 2pm Wednesday 18th May @ 6pm
F. How Members work	<ul style="list-style-type: none"> Chief Executive Chief Officer – Governance Head of Democratic Services Some senior Members (serving or recently retired). 	<ul style="list-style-type: none"> Participating in meetings, managing ward work, maintaining a healthy work/life balance, self-care arrangements, protocol on operating outside the ward. Cabinet and committee roles. Social media profile. 	All Members	Discretionary, but highly recommended, especially for new Members	<ol style="list-style-type: none"> Monday 16th May @ 10am Monday 16th May @ 2pm Tuesday 17th May @ 6pm

Topic	Indicative Presenters to include	Outline/Purpose	Target	Status and justification	Dates/times
H. How we work	<ul style="list-style-type: none"> All Chief Officers and statutory officers 	<ul style="list-style-type: none"> Chief and statutory officers to give details of their portfolios, who their key officers are, their roles in delivering on council plan themes. 	All Members	Discretionary, but highly recommended, especially for new Members	<ol style="list-style-type: none"> Monday 16th May @ 6pm Tuesday 17th May @ 10am Tuesday 17th May @ 2pm
J. Planning Committee Members' training	<ul style="list-style-type: none"> Chief Officer – Planning, Environment & Economy Planning officers Planning committee solicitor 	<ul style="list-style-type: none"> Role of the Members of the Planning Committee in determining planning applications. 	All Members interested in being part of Planning Committee	Only those who have been trained are eligible to be members of this committee.	<ol style="list-style-type: none"> Friday 20th May @ 3pm TBC w/c Monday 23rd May TBC w/c Monday 23rd May

Please indicate your selection of preferred date and time for each topic on the attached sheet and return to the Democratic Services Manager, Steven Goodrum, County Hall, Mold.

Alternatively, email your selections to steven.goodrum@flintshire.gov.uk

Tel. No. 01352 702320

Week 3 and beyond

The following sessions will be delivered from week commencing Monday 23rd May.

Further details about times etc. will be issued on Friday 13th May.

Topic	Indicative Presenters to include	Outline/Purpose	Target	Status and justification
C. Chairing effective Meetings	<ul style="list-style-type: none"> External facilitator 	Keeping meetings focused, inclusive and purposeful	All Chairs and vice-chairs	Highly recommended for all holders of civic and senior salaries
E. Council priorities and Members working together	<ul style="list-style-type: none"> Leader of the Council Deputy leader(s) 	Council leadership to present on the new council's priorities and how they propose to work effectively with all Members.	All Members	Discretionary, but highly recommended
G. Strategic Finance	<ul style="list-style-type: none"> Chief Executive Corporate Finance Manager Deputy s151 	Size of budget, how made up , sources of income, members role in setting budget etc, WG/WLGA stance on funding formula	All Members	Discretionary, but highly recommended, especially for new Members
I. Planning for non-committee members	<ul style="list-style-type: none"> Chief Officer – Planning, Environment & Economy Planning officers 	Intended to explain the Planning system for non-committee members; their role in consultation and representation	Members who are not going to serve on the Planning Committee	
K. Governance & Audit Committee	<ul style="list-style-type: none"> Chief Officer – Governance Internal Audit manager 	Role of the Committee: to support and promote efficient and economic use of resources; effective control of expenditure and review audit performance. Signing off Annual Accounts	Mandatory training for all G&A committee members, whether councillors or lay Members	Only those who have been trained are eligible to be members of this committee

Topic	Indicative Presenters to include	Outline/Purpose	Target	Status and justification
L. Licensing Committee	<ul style="list-style-type: none"> External facilitator 	Mandatory training for Members of the Licensing committee and how the sub-committees work to deal with individual applications.	Members who are going to serve on the Licensing Committee.	Only those who have been trained are eligible to be members of this committee
M. Information management, security & Data protection	TBC	Importance of data security, role of Members as data controllers, dangers of re-using previous emails and their trails.	All Members	
N. Equalities, to include Welsh language policy	TBC	How we fulfil requirements within Flintshire	All Members	
O. Market Place Event	Various	To meet key Officers from the range of services that Flintshire County Council delivers.	All Members	