

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

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

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

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](mailto:steven.goodrum@flintshire.gov.uk)

Tel. No. 01352 702320

### Week 3 and beyond

The following sessions will be delivered from week commencing Monday 23<sup>rd</sup> May.

Further details about times etc. will be issued on Friday 13<sup>th</sup> May.

| Topic  | Indicative Presenters to include   | Outline/Purpose  | Target   | Status and justification  |
|--|--|--|--|---|
| C. Chairing effective Meetings                     | <ul style="list-style-type: none"> <li>External facilitator</li> </ul>   | 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"> <li>Leader of the Council</li> <li>Deputy leader(s)</li> </ul>                                | 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"> <li>Chief Executive</li> <li>Corporate Finance Manager</li> <li>Deputy s151</li> </ul>        | 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"> <li>Chief Officer – Planning, Environment &amp; Economy</li> <li>Planning officers</li> </ul> | 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"> <li>Chief Officer – Governance</li> <li>Internal Audit manager</li> </ul>                     | Role of the Committee: to support and promote efficient and economic use of resources; effective control of expenditure and review audit performance.<br>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"> <li>External facilitator</li> </ul> | 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  |   |