

Democratic Services Committee

Date of Meeting	Wednesday, 29th June 2016
Report Subject	Induction arrangements for Members following the 2017 County Council Elections
Cabinet Member	Cabinet Member for Corporate Management
Report Author	Member Engagement Manager
Type of Report	Operational

EXECUTIVE SUMMARY

This report is to consult members on the contents of the Welsh Local Government Association's (WLGA) proposed Induction programme for Members elected following the 2017 County Council elections, together with our own proposals..

The contents of the WLGA Induction programme are not mandatory, but are suggested as offering the necessary range of training to enable both new and returning Members to understand and to fulfil their new roles and responsibilities.

The comments of current Members have always been used to inform the training provision for the new Council, together with the views of key officers.

RECOMMENDATIONS

1	The committee is invited to consider and comment on the attached draft induction proposal documents from the WLGA
2	That the officers be requested to continue to prepare a full Induction Programme for new and returning Members following the 2016 elections.

REPORT DETAILS

1.00	Developing an induction programme
1.01	Members will be aware that following each County Council elections, we have organised an induction programme for Members. The emphasis has always been on this being targeted at all Members, rather than those who have been elected for the first time.
1.02	At previous elections, the former Member Development Working Group was responsible for providing guidance to the officers on the form and content on the Induction Programme. Following the Local Government (Wales) Measure 2011, which places a statutory requirement to have a Democratic Services Committee (DSC), responsibility for Member Induction and development has been remitted to this committee.
1.03	The Member Engagement Manager represents Flintshire on the Welsh Local Government Association (WLGA) co-ordinated Member Support and Development Lead Members and Officers network. It is through that network and the associated Members Support Officer Network that much of the preparatory work in designing and developing previous induction programmes.
1.04	For the 2017 induction programme, the WLGA have developed a suggested outline, which is now being consulted on by the user Authorities. The outline is attached as appendix 1. It identifies particular training topics, whether these should be mandatory or not, which Members should be the target audience, and by whom the training could be delivered. We are not bound to use the WLGA framework exactly as it is, but can customise it to suit our own requirements. For instance, we feel that corporate governance as a module to incorporate constitution, and one on decision-making (risk, option appraisal, use of objective and subjective evidence etc.) would be beneficial.
1.05	We will also review our own pack of information provided to Members A Flintshire councillors' guide to complement in style and content the WLGA one (with the local detail) will be produced. It is intended that any pack would be lpad rather than paper based.
1.06	The committee is invited to consider the attached and to comment on it. Those comments can then be included in our response to the WLGA on the Induction Programme.
1.07	It is intended that our approach to induction will be more flexible than it has been in the past. We have recognised in the last year that it is not always feasible to have two or three hour sessions for a minimum of six people. Some sessions will be shortened and more focussed and can be offered to smaller or larger numbers of attendees, depending on demand.
1.08	The starting point of induction has previously been a 'Your Council' event, held on the afternoon of the Annual meeting following the election. This affords Members the opportunity to meet Chief and key senior officers. (In the WLGA document this is referred to as a 'Market Place' approach) If there is Member support for a similar approach for 2016, it is suggested

	that a working group of appropriate officers be set up to develop this and the Induction Programme, making quarterly reports to this committee on progress and for Members to offer guidance. In addition to this, a meeting of senior officers will be held during the summer to provide direction to the working group.
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2.00	RESOURCE IMPLICATIONS
2.01	Provision will be made in the training budget for the use of external trainers where these are required. The intention will be to provide as much training as possible from within our own existing resources.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	This report has been produced for consultation purposes.

4.00	RISK MANAGEMENT
4.01	There is an inherent risk in our not providing adequate Induction training. We have a responsibility to ensure that we offer sufficient, focussed training to our Members to enable them to function efficiently and effectively in their respective roles.

5.00	APPENDICES
5.01	Induction Curriculum. WLGA Induction Discussion document

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None. Contact Officer: Robert Robins, Member Engagement Manager Telephone: 01352 702320 E-mail: Robert.robins@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
	Market place: an event where the council's portfolios are all represented so that Members are able to meet some key staff. Welsh Local Government Association (WLGA):