

## CONSTITUTION & DEMOCRATIC SERVICES COMMITTEE

<b>Date of Meeting</b>	Wednesday, 31 January 2018
<b>Report Subject</b>	Induction Process
<b>Cabinet Member</b>	Cabinet Member for Corporate Management & Assets
<b>Report Author</b>	Democratic Services Manager
<b>Type of Report</b>	Operational

### EXECUTIVE SUMMARY

The Induction programme which was conducted after the May 2017 County Council Elections was open to all Members but primarily focussed on providing new Members with the skills and knowledge to enable them to be effective County Councillors.

This report indicates the topics covered and attendances for the generic topics and the Overview & Scrutiny committees (O&SCs). Where Members have been unable to attend, some informal sessions have been held on a one to one basis.

Following the Induction programme, we have offered a number of Member development briefings and workshops and will continue to do so.

### RECOMMENDATIONS

1	That the Induction Progress report be noted.
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## REPORT DETAILS

1.00	EXPLAINING THE INDUCTION PROCESS REPORT
1.01	<p>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.</p>
1.02	<p>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.</p>
1.03	<p>The core part of the programme consisted of the following generic topics; attendance is shown for the new Members, but some returning Members also attended.</p> <p>Introduction to Council (Attendance 16/20).</p> <p>Safety First for Councillors (Code of Conduct and Ethics; Data Protection; Freedom of Information; Use of Social Media and Health and Safety) (Attendance 16/20).</p> <p>Strategic Finance &amp; Resources (Attendance 11/20).</p> <p>Constitutional Matters (including participation at meetings) (Attendance 10/20).</p> <p>Planning for non-Planning members (Attendance 7/20)</p>
1.04	<p>The second part of the programme was on specific skills and knowledge.</p> <p>Planning Committee Member training (All members of the Planning committee must attend 75% of Planning training within a two year period which commenced on 18<sup>th</sup> May 2017)</p> <p>Audit committee training (All members of the audit committee and any substitutes must have attended training)</p> <p>Clwyd Pension fund Committee training.</p> <p>Community &amp; Enterprise O&amp;SC (Attendance 12/15).</p> <p>Corporate Resources O&amp;SC (Attendance 12/15).</p> <p>Education &amp; Youth O&amp;SC (Attendance 12/20).</p> <p>Environment O&amp;SC (Attendance 11/15).</p>

	<p>Organisational Change (Attendance 13/15).</p> <p>Social &amp; Health O&amp;SC (Attendance 13/15).</p> <p>Constitution &amp; Democratic Services Committee (Attendance 19/21).</p>
1.05	<p>Following the induction programme, we have offered a number of member development briefings and workshops, as detailed below:</p> <p>Medium Term Financial strategy (Two workshops in July and September).</p> <p>Budget and North Wales Economic Growth Bid (Two workshops back to back in November).</p> <p>Preferred strategy for the Local Development Plan workshop (2 sessions).</p> <p>Rota visits and dementia friendly training workshops (2 sessions).</p> <p>Operational Transport briefing.</p> <p>Treasury Management briefing.</p>
1.06	<p>Twelve of the new Members attended the Welsh Local Government Association Induction session for new members which was held in Llandudno junction at the beginning of November.</p>
1.07	<p>Use has also been made of the half hour immediately before meetings to provide short briefings on specific committee related topics, such as Contaminated land (Environment O&amp;SC), Food Safety (Environment O&amp;SC) and How the Housing Revenue Account Works (Community &amp; Enterprise O&amp;SC).</p>

<b>2.00</b>	<b>RESOURCE IMPLICATIONS</b>
2.01	<p>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.</p>

<b>3.00</b>	<b>CONSULTATIONS REQUIRED / CARRIED OUT</b>
3.01	<p>Cabinet Member.</p>

<b>4.00</b>	<b>RISK MANAGEMENT</b>
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 and build on those skills.

<b>5.00</b>	<b>APPENDICES</b>
5.01	None.

<b>6.00</b>	<b>LIST OF ACCESSIBLE BACKGROUND DOCUMENTS</b>
6.01	Member Induction reports made to the Democratic services committee during 2016/17  <b>Contact Officer:</b> Robert Robins, Democratic Services Manager <b>Telephone:</b> 01352 702320 <b>E-mail:</b> <a href="mailto:robert.robins@flintshire.gov.uk">robert.robins@flintshire.gov.uk</a>

<b>7.00</b>	<b>GLOSSARY OF TERMS</b>
7.01	<b>Budget:</b> a statement expressing the Council's policies and service levels in financial terms for a particular financial year. In its broadest sense it includes both the revenue budget and capital programme and any authorised amendments to them.  <b>Welsh Local Government Association (WLGA):</b> body which represents the interests of the 22 Welsh local authorities together with the three national park authorities and the three Fire & Rescue Authorities.