

**CONSTITUTION AND DEMOCRATIC
SERVICES COMMITTEE**

Date of Meeting	Thursday, 7 July 2022
Report Subject	Update on the Induction Programme
Report Author	Chief Officer (Governance)

EXECUTIVE SUMMARY

As part of our preparations for the County Council elections in May and the arrangements for a new Council, a comprehensive Member Induction programme was devised.

This report gives details of the induction which was carried out during May, 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, included in Appendix 1 - Schedule of Induction Sessions Part a, and, Appendix 2 - Schedule of Induction Sessions Part b.
2	That the Committee considers and supports the approach to Member Development for the rest of the municipal year, included in Appendix 3 - Flintshire County Council 2022/23 Member Development.

REPORT DETAILS

1.00	EXPLAINING THE INUCTION PROGRAMME
1.01	The design of the 2022 Member Induction programme had benefitted from feedback after the 2012 and 2017 elections. The topics were revised to provide a better grounding in how the Council operates in order to prepare

	<p>Members for the new administration. The first phase of the induction was planned around 4 themes</p> <ol style="list-style-type: none"> 1) Signing in and completion of acceptance of office etc 2) Equipping Councillors with and training them on IT 3) Introductory skills and knowledge 4) Getting to meet/know key personnel 													
1.02	<p>Most sessions were delivered in three slots: morning, afternoon and evening, to give both new and returning Members the opportunity to attend at a convenient time. One of the sessions was delivered remotely, via Zoom in order to be able to record it for those who were unable to attend a planned session or for Councillors who join part way through the term as a result of a by election.</p>													
1.03	<p>Formal sessions were delivered by Council officers on the following topics:</p> <ul style="list-style-type: none"> • Introduction to the Council (History; governance structure; introduction to portfolios); • Meeting structure and Chairing Skills (How the five Overview & Scrutiny Committees operate and inter-relate. Introduction to effective chairing and recognition of the chair's role); • Constitution, Code of Conduct, the Flintshire Standard and Group leader roles (Explaining 'the rules' so that new and returning Members are aware of them from May 2022); • How Members work (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.); • How we work (Chief and statutory officers gave details of their portfolios, who their key officers are, their roles in delivering on Council plan themes); • Planning Committee Members' training (Role of the Members of the Planning Committee in determining planning applications); • Strategic Finance (Size of budget, how it is made up, sources of income, members role in setting budget etc.); • Planning for non-Committee members (explain the Planning system for non-Committee members; their role in consultation and representation) • Governance & Audit Committee (Support and promote efficient and economic use of resources; effective control of expenditure and review audit performance, and signing off Annual Accounts); • Licensing Committee (how the Committee and sub-Committees work to deal with individual applications, delivered by an external provider). 													
1.04	<p>The table below shows the aggregate attendance at the different modules at County Council level.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Meetings & Chairing</th> <th style="text-align: center;">Constitution & Code of Conduct</th> <th style="text-align: center;">How members work</th> <th style="text-align: center;">Interests, gifts etc. (partially complete)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Attendees</td> <td style="text-align: center;">23</td> <td style="text-align: center;">58</td> <td style="text-align: center;">27</td> <td style="text-align: center;">36</td> </tr> </tbody> </table>					Meetings & Chairing	Constitution & Code of Conduct	How members work	Interests, gifts etc. (partially complete)	Attendees	23	58	27	36
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1.05	In addition 189 Town and Community Councillors out of a total 440 received training on the Code of Conduct. Further sessions are planned for the autumn once Town and Community Councils have had a chance to co-opt over the summer to fill vacancies that remained after the elections.
1.06	Specific Committees (listed below) also undertook an induction session as part of their first meeting: <ul style="list-style-type: none"> • Governance and Audit Committee • Clwyd Pension fund Committee • Each of the 5 Overview & Scrutiny, Committees.
1.07	A 'Market Place' event was held at County Hall to give all Members an opportunity to meet key Officers from the range of services that Flintshire County Council delivers. The event was well attended by new and returning Members.
1.08	The second phase includes sessions 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. The details are attached in Appendix 3 - Flintshire County Council 2022/23 Member Development 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 on ongoing Member Development to this Committee on a quarterly basis.
1.09	A dedicated resource section for Councillors located on the Council's on the 'Infonet' will be introduced later this year and will include the filmed induction sessions as well as other relevant documents / links.

2.00	RESOURCE IMPLICATIONS
2.01	Providing development sessions at similar times has been done to be as 'time effective' as possible, both for Members and officers. Delivering some sessions remotely aided this. Where possible, development is being provided by the Council's own officers, supplemented by external specialists as required.

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	This report has been prepared to consult the Members of this Committee on the approach being taken to continuing Member development.

4.00	RISK MANAGEMENT
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.
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5.00	APPENDICES
5.01	Appendix 1 - Schedule of Induction Sessions Part a Appendix 2 - Schedule of Induction Sessions Part b Appendix 3 - Flintshire County Council 2022/23 Member Development

6.00	LIST OF ACCESSIBLE BACKGROUND DOCUMENTS
6.01	None Contact Officer: Steven Goodrum, Democratic Service Manager Telephone: 01352 702320 E-mail: steven.goodrum@flintshire.gov.uk

7.00	GLOSSARY OF TERMS
7.01	WLGA - Welsh Local Government Association.