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Contact Officer:
Maureen Potter 01352 702322
maureen.potter@flintshire.gov.uk

To: Cllr Robin Guest (Chairman)

Councillors: Alex Aldridge, Glyn Banks, Haydn Bateman, Chris Bithell, Clive Carver, David Cox, Paul Cunningham, Peter Curtis, Glenys Diskin, Andy Dunbobbin, Ian Dunbar, Veronica Gay, George Hardcastle, Dave Mackie, Tim Newhouse, Neville Phillips, Ian Smith, Nigel Steele-Mortimer, David Williams and Arnold Woolley

26 January 2017

Dear Councillor

You are invited to attend a meeting of the Democratic Services Committee which will be held at 2.00 pm on Wednesday, 1st February, 2017 in the Delyn Committee Room to consider the following items

A G E N D A

1 APOLOGIES

Purpose: To receive any apologies.

2 DECLARATIONS OF INTEREST (INCLUDING WHIPPING DECLARATIONS)

Purpose: To receive any Declarations and advise Members accordingly.

3 MINUTES (Pages 3 - 4)

Purpose: To confirm as a correct record the minutes of the last meeting held on 5 October 2016.

4 INDUCTION ARRANGEMENTS (Pages 5 - 8)

To provide the committee with a progress report on arrangements for Member Induction following the May elections to the County Council

Yours sincerely

Robert Robins

Democratic Services Manager

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DEMOCRATIC SERVICES COMMITTEE **5 OCTOBER 2016**

Minutes of the meeting of the Democratic Services Committee of Flintshire County Council held in County Hall, Mold on Wednesday, 5 October 2016.

PRESENT: Councillor Nigel Steele-Mortimer (Vice-Chair in the Chair)

Councillors: Alex Aldridge, Glyn Banks, Haydn Bateman, Chris Bithell, Clive Carver, David Cox, Paul Cunningham, Ian Dunbar, Andy Dunbobbin, George Hardcastle, Dave Mackie, Neville Phillips, David Williams and Arnold Woolley

APOLOGIES: Councillors Veronica Gay, Tim Newhouse and Ian Smith

IN ATTENDANCE:

Chief Executive, Chief Officer (Governance), Member Engagement Manager, and Committee Officer

25. DECLARATIONS OF INTEREST

There were no declarations of interest.

26. MINUTES

The minutes of the meeting of the Committee held on 29 June 2016, were submitted.

RESOLVED:

That the minutes be received, approved and signed by the Chairman as a correct record.

27. MEMBER INDUCTION FOLLOWING 2017 COUNTY COUNCIL ELECTIONS

The Member Engagement Manager introduced a report to update on progress on the work of the 2017 Induction Steering Group of Officers following their initial meeting on 31 August 2016. He reported on some of the key considerations, as detailed in the report, which had been agreed by the Steering Group as part of the preparation for the Induction Programme. The Member Engagement Manager advised that further progress reports on the work of the Steering Group would be made to the meetings of the Democratic Services Committee on 1 February and 5 April 2016.

Councillor Alex Aldridge suggested that training/raising awareness on the use and impact of social media should be included for new and existing Members in the Induction programme. The Member Engagement Manager acknowledged the concerns raised and gave an assurance that this matter would be addressed.

Councillor Clive Carver expressed the view that the training provided for members of the Planning Committee needed to be more robust to ensure Members were fully informed of their role and could make an effective contribution. The Member Engagement Manager said he would forward Councillor Carver's concerns, and his additional comments around e-learning, to the Chief Officer (Planning and Environment) for consideration.

Councillor Chris Bithell said he supported the proposals outlined in section 1.02 of the report and commented on the merits of also providing a mentoring programme to offer guidance and support to new Members.

Councillor Arnold Woolley expressed the view that Members should be given a clear indication of their personal responsibilities to participate and remain updated with the training provided.

Councillor Glyn Banks spoke in support of training by e-learning to enable more Members to engage at a time which fitted around other responsibilities and commitments.

The Chief Executive thanked the Committee for the positive points made and agreed it could be helpful to have more focus around short, sharp, briefing sessions prior to Committee meetings. He suggested that the programme of support to prospective candidates could be expanded to include further information about how the Council operates and drop in sessions provided to give helpful guidance around the 'do's and don'ts' of campaigning and lobbying. The Member Engagement Manager explained that in preparation for the 2017 elections, an information feature for candidates was being drafted to go onto the Council's website. A copy would be forwarded to the Democratic Services Committee for comment before completion.

Councillor Chris Bithell commented on the need to raise the issue of Members attendance at training sessions with Group Leaders. He also commented on the matter of personal development interviews for Members with Group Leaders and said this needed more consideration.

RESOLVED:

That the update be noted.

28. PUBLIC AND PRESS IN ATTENDANCE

There were no members of the press or public in attendance.

(The meeting commenced at 11.35 am and finished at 12.13 pm)

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Chairman



DEMOCRATIC SERVICES COMMITTEE

Date of Meeting	Wednesday, 1 st February 2017
Report Subject	Induction arrangements
Cabinet Member	Cabinet Member for Corporate Management
Report Author	Democratic Services Manager
Type of Report	Operational

EXECUTIVE SUMMARY

Following on from the previous report on this subject (October 2016) this report outlines the approach which is being taken to developing the 2017 Member Induction Programme, offering wider access but reducing the number and length of formal sessions, with greater use being made of E learning.

RECOMMENDATIONS

1	That committee approves the proposed 2017 Member Induction Programme.
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REPORT DETAILS

1.00	DEVELOPING THE 2017 MEMBER INDUCTION PROGRAMME
1.01	<p>Members will be aware that following County Council elections, we put on an Induction programme for both new and returning Members. This was the subject of a report to the previous meeting of this committee.</p> <p>The Induction Programme for 2017 is being developed according to the following principles:</p> <ul style="list-style-type: none">• During the first three weeks following the elections (8th -26th May, we will aim to provide the essential information to enable new Members to function effectively as a councillor.• We have focussed on outcomes and expectations, identifying which are 'Training/applied role knowledge' or 'Briefing/knowledge development'.• We have aimed to keep the induction programme as simple as possible, recognising that all Members have many demands on their time.• Wherever possible, Induction sessions will be offered in morning (10am – 12pm), afternoon (2pm -4pm) and evening (6pm – 8pm) sessions.• Each session is intended to last for no more than two hours.• We have combined briefings on connected themes. For example Code of Conduct, Ethics, Data Protection, Freedom of Information and the Use of Social Media have been brought together as 'Safety First for Councillors'.• Where possible, we will link training sessions to their subjects. As an example, Overview & Scrutiny training and a brief introduction to particular services will be held as part of the first meeting of each of the Overview & Scrutiny committees. Similar approaches will be used for Licensing, Clwyd Pension Fund, Constitution and Democratic Services committees.• The members of the Planning & Development and Audit Committees will require specific training on their roles before they are able to attend and participate at the meetings of those committees.• Greater emphasis will be placed on the use of E learning, rather than face to face sessions, recognising that E learning can be accessed at a time and place to suit individuals.
2.00	RESOURCE IMPLICATIONS
2.01	<p>Wherever possible, the sessions developed for the 2017 Member Induction Programme will be delivered by Flintshire County Council staff. The combination of offering both concentrated day time and evening sessions as well as E learning is a better use of resources. We also recognise that there may be areas where it will be appropriate to use external resources.</p>

3.00	CONSULTATIONS REQUIRED / CARRIED OUT
3.01	Group leaders and deputies have been consulted on the content of this report. Any comments which are made will be reported at the meeting.

4.00	RISK MANAGEMENT
4.01	The development of an Induction programme reduces risk by ensuring that new and returning Members are aware of their roles and responsibilities.

5.00	APPENDICES
5.01	None

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

7.00	GLOSSARY OF TERMS
7.01	Ethics: the moral principles which define how a councillor should act.

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