

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.