2022 Member Induction Programme

1. Declaration of Acceptance of Office

The 2022 Induction programme will commence on Friday 6th May, at the Election Count (Coleg Cambria's Connah's Quay Sports Hall). Members must make their declaration of acceptance of office in the presence of the Chief Executive, who counter-signs each acceptance. For ease, this will probably be carried out with several members at a time. Once a Member has been signed in, and new Members have provided bank details, Payroll can be informed and their basic salary payment will commence.

2. Meeting Key People

Some meetings may occur informally at the count. It will also be useful for new members to meet the following people within days of their being elected.

- Group leaders (if known)
- Chief Executive, Chief Officer (Governance), Corporate Finance Manager, Head of Democratic Services (statutory officers)
- Chief and other senior officers
- Democratic Services team

The 'Who's who' of Chief Officers, heads of service and the democratic services team will have been updated, to assist new Members.

3. Issue of IT equipment

Each Member is to be issued with an FCC lap top, RSA token and Ipad. People from IT will need to be at the Count to set up new Members on the system, issue equipment and provide basic 'how to' instructions.

4. Introduction to Remote/hybrid Meetings

During 2020 and 2021, we carried out a considerable number of familiarization sessions with Members, so that all had been shown how to use Webex and subsequently Zoom for our formal meetings. Section 47 Of the Local Government & Elections Act 2021 comes into force on 1st May 2022. From that time, all of our meetings must be hybrid, so that attendees are able to decide whether to be physically present, or to attend remotely.

We have an interim policy on how we hold meetings, but it will be for the new 2022 Council to make an informed decision as to how this will develop. The holding of 'physical only' meetings will not be possible, but the new Council could decide that some meetings will always be by Remote attendance (this could be all formal meetings , apart from Council, for instance)

Therefore, we need to ensure that all of our Members, both returning and new need to be familiar with both Zoom ,the software which we use for our formal meetings.

4. New Member mentoring

Each of the Council's political groups is to be encouraged to designate a returning Member as mentor for a new Member. Officers can only provide so much information. Experienced Members know their role and what can be required of the local ward member. We will offer training to mentors to ensure they have a consistent level of skills and confidence to undertake the role.

5. Schedule of Induction sessions

The list of topics below is illustrative at this stage, not exhaustive . Each session would be delivered three times, in a morning, afternoon and evening slot. Some elements may be physical, others by Zoom. All will need at least one Zoom session which will be recorded so that it can be forwarded to Members who have been unable to attend at the time. This will also assist us in the induction of Members elected at future by-elections.

Topic	Indicative Presenters to include (more to be included)	Outline/Purpose	Target	Status and justification	Dates/times (all sessions must have one morning, one afternoon and one evening)

Introduction to the Council	CE, CO(G) and HofDS Group leaders(if known)	Setting the scene for the induction programme, explaining which sessions are mandatory and which are discretionary . History; governance structure; introduction to portfolios.	All Members	Discretionary, but highly recommended, especially for new Members	**Dates and times to be determined**
Constitution, Meeting structure and Chairing Skills	CO(G), HofDS, O&S facilitators.	The Constitution provides framework wherein Council, Cabinet, Overview & Scrutiny and the regulatory meetings all work How the five O&SCs operate and inter-relate. (There will also be committee specific training sessions at the first meeting of those committees). Effective chairing and recognition of the chair's role by attendees is essential for the smooth running of meetings.	All Members	Discretionary, but highly recommended, especially for new Members	**Dates and times to be determined**
Chairing effective Meetings	External facilitator, possibly WLGA?	Keeping meetings focused , inclusive and purposeful	All Chairs and vice-chairs	Highly recommended for all holders	**Dates and times to be determined**

				of civic and senior salaries	
Constitution, Code of Conduct, the Flintshire Standard and Group leader roles.	CO(G), HofDS, Deputy Monitoring Officer and group leaders(if known) .	Explaining 'the rules' so that new and returning Members are aware of them from May 2022, Group Leaders have a responsibility for the conduct of their Members, hence their involvement.	All Members	Mandatory	**Dates and times to be determined**
Council priorities and Members working together	Leader of the Council and Deputy leader(s)	Council leadership to present on the new council's priorities and how they propose to work effectively with all Members.	All Members		**Dates and times to be determined**
How members work	CE, CO(G) and HofDS and some senior Members (serving or recently retired).	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.			**Dates and times to be determined**

Strategic Finance	CE and Corporate Finance Manager, deputy s151s	Size of budget, how made up , sources of income, members role in setting budget etc, WG/WLGA stance on funding formula			**Dates and times to be determined**
How we work	All COs and statutory officers	Chief and statutory officers to give details of their portfolios, who their key officers are, their roles in delivering on council plan themes			**Dates and times to be determined**
Planning for non-committee members	CO(P,E&E) Planning officers	Intended to explain the Planning system for non-committee members; their role in consultation and representation	Members who are **not** going to serve on the Planning Committee		**Dates and times to be determined**
Planning Committee Members' training	CO(P,E&E) Planning officers	Role of the Members of the Planning Committee in determining planning applications		Only those who have been trained are eligible to	**Dates and times to be determined**

	Planning committee solicitor			be members of this committee	
Governance & Audit Committee	CO (G) Internal Audit manager	Role of the Committee: to support and promote efficient and economic use of resources; effective control of expenditure and review audit performance. Signing off Annual Accounts	Mandatory training for all G&A committee members, whether councillors or lay Members	Only those who have been trained are eligible to be members of this committee	**Dates and times to be determined**
Licensing Committee		mandatory training for Members of the Licensing committee and how the sub-committees work to deal with individual applications		Only those who have been trained are eligible to be members of this committee	**Dates and times to be determined**
Information management & Data protection		importance of data security, role of Members as data controllers, dangers of re-using previous emails and their trails			**Dates and times to be determined**

Equalities, to include Welsh language policy		how we fulfil requirements within Flintshire			**Dates and times to be determined**

We will have a session with COT and Cabinet/Group Leaders around roles and expectations of each other based on the Member/Officer Protocol

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