

Democratic Services Committee
Date: 14/03/17

Subject: MEMBER INDUCTION PROGRAMME 2017

Purpose:

To update the committee on progress in the development of the Member Induction Programme 2017.

Recommendations / key decisions required:

- To obtain the Committee's views on the draft Member Induction Programme.

Reasons:

To update the committee and invite comments on draft induction programme

Relevant scrutiny committee to be consulted NA

Exec Board Decision Required NA

Council Decision Required NA

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- W.T. Evans – Member Development Champion and L.M. Stephens – Executive Board Member

Directorate: CEX

Name of Head of Service: Paul R Thomas

Report Author: Hayley Daniels

Designations: Corporate Development Advisor

Tel Nos. 01267 246186

E Mail Addresses:
HMDaniels@carmarthenshire.gov.uk

EXECUTIVE SUMMARY
Democratic Services Committee
14/03/2017

Member Induction programme 2017

Member Induction Programme 2017

The WLGA in conjunction with the Lead Member and Officer network have produced what a typical induction might look like and which aspects of an induction might be usefully considered mandatory.

Within Carmarthenshire Count Council, we have adopted this induction and produced a 12 month development programme to support new and returning members following Elections in May 2017.

We also held two focus groups during February to seek feedback from existing councillors to help assist in delivering an effective induction programme to both new and returning councillors.

The focus groups discussed;

1. What worked well at the 2012 Councillor Induction?
2. What aspects of the 2012 Councillor Induction could have been better?
3. What would you like to see different at the 2017 Councillor Induction?

Key points from the focus groups included;

- Health and Safety / personal safety and lone working policies
- The role of the Public Services Board and joint scrutiny
- Corporate manslaughter to be included
- Explanation of Agile working
- Training of 'Chairing' meetings (to include specific consideration of community based roles)
- The use of social media (to include opportunities, risks and links to the code of conduct). This could include webcasting
- Council Chambers should be used when possible, so that new Members get used to the setting / acoustics / microphones etc.
- Members highlighted the video clips used as part of the initial webcasting training as good practice
- Could session notes be shared through a shared drive?
- Learning & Development were asked to share the timetable as soon as possible
- Is it possible to offer more than one session and at different times i.e. from 4pm?
- Members asked for narrative with each session title e.g. Corporate Parenting (what exactly does the session include)

Current Position

The Members Induction Programme is currently in draft and awaiting confirmation on Responsible Officers for some sessions identified. Each session has objectives to give the member an awareness of what will be covered.

The Members Induction Programme needs to be completed by Monday 13th March in order for it to be translated and ready to send to members following notice of candidature.

The draft Member Induction Programme is attached for comments.

DETAILED REPORT ATTACHED?

YES - Draft Member Induction Programme

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: P.R. Thomas Assistant Chief Executive

Policy, Crime & Disorder and Equalities NONE	Legal NONE	Finance NONE	ICT NONE	Risk Management Issues NONE	Staffing Implications NONE	Physical Assets NONE
--	----------------------	------------------------	--------------------	---------------------------------------	--------------------------------------	--------------------------------

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: P.R. Thomas Assistant Chief Executive

(Please specify the outcomes of consultations undertaken where they arise against the following headings)

1. Scrutiny Committee: N/A

2. Local Member(s)

Individual Members consulted as part of 1-1 Personal Development Meeting with Group Leaders or Deputy Group Leaders.

3. Community / Town Council – N/A

4. Relevant Partners – N/A

5. Staff Side Representatives and other Organisations – N/A

Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

THERE ARE NONE (Delete as applicable)

Title of Document	File Ref No.	Locations that the papers are available for public inspection

