

## Democratic Services Committee

Date: 08/09/17

**Subject:** Update on Member Induction Programme 2017

**Purpose:** To update the committee on progress of the Member Induction Programme 2017.

### Recommendations / key decisions required:

- To obtain the Committee's views on the Member Induction Programme to date
- To obtain the Committee's views on holding focus groups with all members at the end of November to seek feedback of the Induction Programme.

### Reasons:

To update the committee and invite comments on holding focus group to evaluate its effectiveness for members.

Relevant scrutiny committee to be consulted

NA

Exec Board Decision Required NA

Council Decision Required NA

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER: Councillor L.M. Stephens

Directorate: CEX

Name of Head of Service: Paul R Thomas

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**EXECUTIVE SUMMARY**  
**Democratic Services Committee**  
**08/09/2017**

**Update on Member Induction programme 2017**

## Member Induction Programme 2017

The Member Induction Programme was launched on the 11<sup>th</sup> May 2017 in County Hall, Carmarthen. The objectives of the launch were to inform new and returning members;

- ◆ the main functions of the Council and of the responsibilities of each service;
- ◆ an understanding of the principal strategies and the vision for service delivery for Carmarthenshire;
- ◆ detailed information on the arrangements for the Induction/Refresher Programme.

The Induction Programme contained a total of 25 developmental sessions which were divided into sessions for all members and sessions specifically for panel members sitting on relevant committees.

To date, 19 developmental sessions have been delivered since the launch with the remaining 6 sessions planned from the middle of September to the end of October.

The remaining 6 sessions are;

- ◆ An Introduction to Chairing Skills
- ◆ An Introduction to Scrutiny Chairing Skills
- ◆ Date Management & Freedom of Information
- ◆ Health & Safety to include Corporate Manslaughter
- ◆ Welsh Local Government (WLGA) Regional Workshop
- ◆ Education Consortium – Their Work

A breakdown of the attendance to each development session is attached.

## Evaluation

To ensure that the Induction Programme has been effective in providing members with sufficient knowledge and understanding, it would be useful to seek feedback from members by holding focus groups.

The focus groups will discuss;

1. What worked well at the 2017 Member Induction?
2. What aspects of the 2017 Member Induction could have been better?
3. Next steps – Member Development Programme 2017/18

<b>DETAILED REPORT ATTACHED?</b>	<b>YES - Attendance Breakdown</b>

## 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 <b>NONE</b>	Legal <b>NONE</b>	Finance <b>NONE</b>	ICT <b>NONE</b>	Risk Management Issues <b>NONE</b>	Staffing Implications <b>NONE</b>	Physical Assets <b>NONE</b>
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## 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



**EICH CYNGOR arleinamdani**  
[www.sirgar.llyw.cymru](http://www.sirgar.llyw.cymru)

**YOUR COUNCIL doonline**  
[www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales)