

Democratic Services Committee

Date: 9 June 2023

UPDATE ON MEMBER INDUCTION PROGRAMME & ANNUAL PLAN

Purpose: To update the committee on the evaluation of the Member Induction programme and proposed Annual Development Plan 2023/2024.

To consider the implementation of a Mentoring Programme for Councillors.
To make Councillors aware of the new Learning Management System (LMS) that will host members' Digital Learning and which will be available in the autumn.

Recommendations / key decisions required:

- To provide the Committee with an evaluation report of the Member Induction Programme
- To obtain the Committee's views on the Annual Development Plan and to update any proposed areas for development identified to date and invite the views of the Committee on any additions, deletions, or amendments to proposal.
- To decide on the implementation of a Mentoring Programme.
- To raise awareness of the Learning Management System due to be launched in the autumn

Reasons: To contribute to Member Development Plan 2023-24

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Cabinet Decision Required NA

Council Decision Required NA

CABINET MEMBER PORTFOLIO HOLDER:- N/A – Chair of Democratic Services (Member Development Champion)

Directorate: CEX

Hayley Daniels

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Designations: Lead Business Partner (Future Workforce)

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EXECUTIVE SUMMARY

Members Induction Programme 2022

The Member Induction Programme was launched on the 18th of May 2022.

The objectives of the launch were to inform new and returning members of:

- An outline of the main functions of the Council and of the responsibilities of each service.
- An overview of the organisation and its key functions.
- An understanding of the principal strategies and the vision for service delivery for Carmarthenshire.
- Further information on the arrangements for the Induction/Refresher Programme for Councillors.

The Induction Programme contained a total of 40 developmental sessions which were divided into sessions for all members, sessions specifically for Cabinet members and panel members sitting on relevant committees.

Members have had the opportunity to attend most sessions either remotely via Zoom or physically in County Hall, Carmarthen.

Where some sessions have been recorded on Zoom, members have been able to watch the recording via the eLearning Platform following the session.

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

Evaluation

To establish if the Induction Programme had been effective in providing members with sufficient knowledge and understanding, three focus groups were held during January & February and a survey was sent out to all members in February to seek feedback on the following:

- What worked well at the 2022 Member Induction?
- What aspects of the 2022 Member Induction could have been better?
- Next steps – Member Development Programme 2023/24

Detailed responses can be found on the attached report.

Member Annual Development Plan 2023-24

Comments made by members at the focus group as well as on the survey have been considered and have informed the Annual Development Plan 2023-24. Comments are welcomed regarding any programmes added, deleted, or prioritised.

As part of the 2023/24 Development Programme it has been proposed that the introduction of a Mentoring Programme would be an effective form of development. Details of the programme can be found in the attached report.

In order to make better use of learning resources the Authority will be implementing a new Learning Management System (LMS) in the autumn. A presentation will be made to the Committee outlining the steps that will be involved, the implications and providing the opportunity to ask any questions.

DETAILED REPORT ATTACHED?	YES
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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	Legal	Finance	ICT	Risk Management Issues	Staffing Implications	Physical Assets
NONE	NONE	NONE	NONE	NONE	NONE	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