



## **DEMOCRATIC SERVICES COMMITTEE**

Date Written	14 <sup>th</sup> November 2017
Report Author	Karen Vokes
Service Area	Democratic Services
Committee Date	27 <sup>th</sup> November 2017

*To: Chair, Ladies and Gentlemen*

## **MEMBER INDUCTION UPDATE**

### **1.0 SUMMARY OF THE REPORT**

1.1 To update Democratic Services Committee on the first six months of induction training and outline plans for the next phase, which is a continuation of the induction process, but covers subjects over and above those required by statute.

### **2.0 RECOMMENDATIONS that**

2.1 Members note the contents of this report.

2.2 Regular reports on training attendance are scheduled to this Committee.

2.3 An evaluation of the responses to Training Needs Analyses are brought back to the Democratic Services Committee prior to any training being sourced.

2.4 A breakdown of individual members' attendance at training events is made available to the Political Leaders and members of the Democratic Services Committee on request.

2.5 Councillors be reminded by Democratic Services Committee that any training requested comes at a cost to the Authority, and that every effort should be made for them to attend whenever possible.

### **3.0 INTRODUCTION AND BACKGROUND**

3.1 Following the Local Government Elections on the 4<sup>th</sup> May and 8<sup>th</sup> June 2017, newly elected Members were provided with a list of training dates for the first phase of the induction process.

- 3.2 These training sessions were put together to assist and support Councillors in the initial weeks. Whilst some of the training offered over the next 5 years will be discretionary, many of the first sessions were obligatory as it included training in respect of Member Code of Conduct, Standards and Ethics, role of councillors in Planning Committee and Data Protection.
- 3.3 At the end of this first phase, every Member attended their required obligatory training.
- 3.4 Other training offered during the first phase of induction included:
- Introduction to Scrutiny
  - Wellbeing and Future Generations (Wales) Act
  - Equalities, Welsh Language and Risk Management
  - Health and Safety (including the Authority's Lone Worker Facility)
  - Social Media
  - Licensing Committee
- 3.5 Including the obligatory sessions referred to above, a total of 34 training events were offered during the first six months which resulted in an overall attendance of 52%. A breakdown of individual Members' attendance at these induction sessions can be made available to the Political Leaders and also member of this Committee on request .
- 3.6 Historically, there has been poor attendance at training events and it is important that Members are made aware that any training requested is at a cost to the Authority and that every effort should be made to attend whenever possible.

#### **4.0 NEXT STEPS**

- 4.1 The next six months up until May 2018 will be a continuation of the induction training, but the events will include less mandatory training and more information on departmental issues that officers believe Councillors should be aware of.
- 4.2 These service issues are an essential part of the training process to ensure that Members are given the opportunity to have a continued overview of the wide range of services within the Authority and Democratic Services will continue to liaise with departments on these events throughout the 5 year term of office.
- 4.3 In early 2018 Members will be asked to complete an individual Training Needs analysis (TNA's) which will take us into the next phase of the training strategy. The TNAs will ask Members what training they would like to assist with their continued learning and development. This will help Members identify their key strengths, consider their continued development needs and what support may be required to meet their personal objectives and deliver the Council's corporate vision.
- 4.4 Following receipt and assessment of these TNA's, Democratic Services will bring back their analysis to the Democratic Services Committee prior to any training being sourced.

## 5.0 FINANCIAL IMPLICATION(S)

- 5.1 Much of the training available can be expensive and whilst there is a budget for member development, bringing the TNA assessment back to Democratic Services Committee will allow the Committee to prioritise the requests, some of which may not be able to be met initially and might have to be put on hold until a later date.

**ANN TAYLOR**  
**HEAD OF DEMOCRATIC SERVICES**

<b>BACKGROUND PAPERS</b>		
<b>Title of Document(s)</b>	<b>Document(s) Date</b>	<b>Document Location</b>
Member Induction Programme	May 2017	Democratic Services Department
<b>Does the report contain any issue that may impact the Council's Constitution?</b>		<b>No</b>