

Meeting of:	<b>Democratic Services Committee</b>
Date of Meeting:	<b>Monday, 04 April 2022</b>
Relevant Scrutiny Committee:	Corporate Performance and Resources
Report Title:	Member Induction and Development Programme 2022 - Update.
Purpose of Report:	To update the Committee on the induction and development programme for newly elected and returning Councillors following the local government election in May 2022, as approved by Cabinet on 19th July 2021, prior to first publication on 7th April 2022.
Report Owner:	Head of Democratic Services
Responsible Officer:	Jeff Rees, Head of Democratic Services
Elected Member and Officer Consultation:	This is an internal matter and no consultation has, therefore, been necessary. Facilitators delivering the proposed Programme content have been consulted.
Policy Framework:	This is a matter for Executive decision.
<p>Executive Summary:</p> <ul style="list-style-type: none"> <li>• A comprehensive Member Induction and Development Programme was undertaken following the 2017 Local Government Election which has informed the structure for the 2022 schedule.</li> <li>• On 12th July 2021, the Committee considered a draft Member Induction and Development Programme that was subsequently endorsed and referred by the Committee, with suggestions, to Cabinet for approval.</li> <li>• On 19th July 2021, Cabinet endorsed all of the Committee suggestions and approved the draft schedule under the urgent decision procedure as set out in Section 14:14 of the Council's Constitution to ensure that work on the schedule could progress over the 2021 summer period.</li> <li>• As anticipated and previously advised, the 2022 Member Induction and Development Schedule has continued to develop since it was last considered by the Committee (9 months ago) in preparation for its publication on 6th April 2022 when it will be shared with all confirmed candidates standing for the 5th May Local Government Election.</li> <li>• The latest version of the schedule is attached at Appendix A for the Committee's final consideration prior to publication.</li> </ul>	

- Co-opted Members are valued individuals and are invited to attend some of the development sessions as set out in the programme schedule for Elected Members. Therefore, a Draft Co-opted Member Induction and Development Schedule, attached at Appendix C, has been produced to share with relevant individuals on 6th April.

## **Recommendation**

1. That the Member Induction and Development Programme 2022, attached as Appendix A to the report, be endorsed.
2. That the draft Co-opted Member Induction and Development Programme 2022, attached as Appendix C to the report, be endorsed.

## **Reason for Recommendations**

- 1&2. To facilitate the subsequent delivery of Member Induction Events and ongoing Member Development Programme.

### **1. Background**

- 1.1 The work of a Councillor is complex and challenging and the political, legislative and local landscape in which they work is changing constantly. Communities have high expectations of their elected representatives from the day of their election and throughout their period of office. It is essential, therefore, that elected Members are given every assistance in preparing to be able to quickly and successfully navigate the numerous different aspects of local government.
- 1.2 The Programme, in turn, will assist in preparing Members for their decision-making roles and responsibilities, where they will be called upon to consider issues, make recommendations and decisions that will impact on both present, and future generations.
- 1.3 An Induction and Development Programme is an important development opportunity as it enables Members to quickly become familiar with how the Council works, the rules and procedures under which it operates and the complexities of the elected member role.
- 1.4 Member training and development is required by the Local Government Act 2000, Local Government Measure (Wales) 2011 and the Council's Member Development Strategy. Both the initial Induction Event and the ongoing Member Development Programme, in addition to their obvious importance for Members generally, will need to be delivered against the background of the following Well-being Goals within the Well-being of Future Generations Act (Wales):
  - A prosperous Wales;
  - A resilient Wales;
  - A healthier Wales;
  - A more equal Wales;
  - A Wales of cohesive communities; and
  - A Wales of vibrant culture and thriving Welsh language.

- 1.5** The Induction and Development Programme will also be delivered against the background of the Council's Corporate Plan 2020 - 2025 to ensure that Members are qualified to contribute to the Council's vision of 'Working together for a brighter future,' via the five ways of working and four well-being objectives:
- To work with and our communities;
  - To support learning, employment and sustainable economic growth;
  - To support people at home and in their community; and
  - To respect, enhance and enjoy our environment.
- 1.6** The Induction and Development Programme sits under the Member Development Strategy as previously considered by the Committee on 12th July 2021 and subsequently approved by Cabinet on 19th July 2022.
- 1.7** In addition to and separate from the Member Induction and Development Programme, Cabinet Members will also be provided with a Cabinet specific induction session facilitated by the Chief Executive of the Council and the Democratic Services Cabinet Officer once the Cabinet Members are confirmed by the Leader of the Council.
- 1.8** The Vale of Glamorgan Candidate and Elected Member Handbook also sits alongside the Induction and Development Programme. The Handbook helps to manage Election Candidate expectations of the Elected Member role and ensure that Elected Members have important information available to them prior to their first day in office. The first edition of the Handbook was published on the Council's Becoming A Councillor webpage on 25th February 2022.
- 1.9** The Council also offered three 'Becoming a Councillor' Open Day Events for the general public on Thursday, 10th March 2022, that were advertised via the Council's social media channels, the Council's Becoming A Councillor Webpage, as well as via Group Leaders of the Council as part of the Induction element of the programme. Three 1.5hr sessions were offered over the course of the day, at different times of the day, to provide any interested parties with the opportunity to question Officers on the Elected Member role. These events were scheduled in response to feedback received during a 2018 WLGA Focus Group. However, only 3 individuals registered their interest and as a result the three sessions were condensed into one with all three persons attending.
- 1.10** The Local Government and Elections (Wales) Act 2021 places new duties on Local Government in relation to Member knowledge and development, such as:
- Qualification and Disqualification for Election and being a Member of a Local Authority (Sections 19-21);
  - To encourage local people to participate in local government decision making to include the making of decisions in partnership or in conjunction with any other person (Section 39);
  - Communicate changes in family absence provisions (Section 61);
  - Support Political Group Leaders to promote and maintain high standards of conduct and for the Standards Committee to monitor compliance with the above and provide training (Sections 62);
  - Rename the Audit Committee to Governance and Audit Committee and

broaden its terms of reference and membership composition (Sections 115–118);

- Appoint Joint Overview and Scrutiny Committees (Section 66);
- Corporate wide adoption of the Socio-Economic Duty effective as of 31st March 2021;
- Member Personal Safety whilst working face-to-face and online including the use of Social Media; and
- Meeting management in a variety of settings and using different channels for physical, hybrid and remote meetings.

All the above duties have been incorporated into the 2022 Member Induction and Development Programme.

- 1.11** The 2022 Member Induction and Development Programme Schedule takes into account the previous 2017 structure and Member feedback as set out in the 12th July 2021 report presented to Committee.
- 1.12** On 12th July 2021, the Committee considered a draft Member Induction and Development Programme that was subsequently endorsed and referred by the Committee to Cabinet for approval with the following suggestions:
- Rules of Debate training be included in the Draft Induction Programme as mandatory training,
  - The Vale of Glamorgan Council's GLAM and Ethnic minority networks be approached with the view to assisting on the delivery of the Equality and Diversity sessions,
  - In the interests of inclusivity and diversity the training sessions noted as 9.00 a.m. be amended to 9.30 a.m. to assist Members with childcare responsibilities, and
  - That further consideration be given to making induction programme sessions: interactive opportunities, time for Members to network with each other, presentations and handouts to be provided to Members in advance to the sessions they are scheduled to attend, and opportunities be afforded for Members to meet with other officers in the service areas as well as the Senior Managers of the Authority.
- 1.13** On 19th July 2021, Cabinet endorsed all of the Committee suggestions and approved the draft schedule under the urgent decision procedure as set out in Section 14:14 of the Council's Constitution to ensure that work on the schedule could progress over the 2021 summer period.
- 1.14** The reporting of the use of the Urgent Decision Procedure is a requirement of the Council's Constitution. Therefore, on 26th July 2021, Full Council resolved that the use of the Urgent Decision Procedure in relation to the 2022 Member Induction and Development Programme 2022, as set out in Section 14.14.2(ii) of the Council's Constitution, be noted.

## **2. Key Issues for Consideration**

- 2.1** The close of candidate nominations for the 5th May 2022 election is Tuesday, 5th April. Therefore, on 6th April, the confirmed list of candidates will be produced by the Electoral Registration Team in order that the Head of Democratic Services write to all candidates to inform them of the Member Induction and Development Programme and their requirement to attend the essential 'Market Place' Induction Event should they be elected (Appendix B).
- 2.2** The latest version of the Member Induction and Development Programme Schedule (Appendix A) will be attached to the Head of Democratic Services Email Letter for candidate consideration as well as an electronic copy of the Candidate and Elected Member Handbook.
- 2.3** Since consideration by the Committee on 12th July 2021, the Schedule has developed as a result of the following factors:
- A) Suggestions received by the Committee on 12th July 2021 as set out in paragraph 1.11 above,
  - B) Confirmation of key election dates by the Electoral Commission,
  - C) Cabinet's approval of the Corporate Timetable of Meetings on 14th February 2022 for the municipal year May 2022 until May 2023,
  - D) Avoiding activity during the week commencing 30th May due to the academic half term and Queen's Jubilee celebrations,
  - E) The addition of Member ICT/Democratic Drop-In Sessions to support the introduction of meeting platforms (MS-Teams and CIVICO) ahead of first requirement to use,
  - F) A change in structure for the delivery of the 'Introduction to Scrutiny' sessions,
  - G) The addition of iDev specific training e-modules,
  - H) The addition of Shared Regulatory Services development sessions,
  - I) The addition of a Planning Committee Sub-Committee (Public Rights of Way) development session,
  - J) The addition of Regeneration, Economic Development and Tourism sessions
  - K) Reference to the Member Training Needs Assessment to be undertaken in January 2023 following completion of the Induction and Development Schedule as set out in Appendix A.
  - L) The addition of a Women's Rights and Gender Equality Training Session

delivered by the Women's Equality Network (WEN) Wales.

M) The addition of Digital Citizen Workshop Sessions delivered by the GLITCH Charity committed to ending online abuse by educating people on how they can engage positively, respectfully and justly in all digital spaces.

N) Ongoing liaison with Council Officers and External Trainers.

- 2.4** In addition to the 54 Vale of Glamorgan Elected Members, there are also Co-opted Members on various Committees within the Council. Co-opted Members are valued individuals and are invited to attend some of the development sessions as set out in the programme schedule designed for Elected Members. Therefore, a Draft Co-opted Member Induction and Development Schedule (Appendix C) has been produced to share with relevant individuals on 6th April 2022.
- 2.5** Determination 42 of the Independent Remuneration Panel for Wales (IRPW) Annual Report 2022-2023 states that " Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member." Therefore, 13 Co-Opted Members on the following Committees, will be provided with an Equipment Package during the Member Induction and Development Events:
- Standards Committee,
  - Governance and Audit Committee, and
  - Learning and Culture Scrutiny Committee.
- This means that the 13 individuals will have Vale of Glamorgan Council Email Accounts and access to the Council's online learning portal; iDev.

### **3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?**

- 3.1** The Well-being of Future Generations (Wales) Act sets out a duty for the Council to ensure the Sustainable Development Principle underpins all of the work undertaken by the Authority, requiring us to demonstrate how decisions are formulated, taken and scrutinised via five ways of working, the Act underpins the Council's Corporate Plan. The approach to developing the Programme is collaborative and involving and the contents of the Act will be used to inform the development of specific sessions within the Member Development Programme over the coming years.

### **4. Resources and Legal Considerations**

#### **Financial**

- 4.1** The Future Member Development provision will continue to comprise a mixture of delivery which, whilst largely delivered internally, will also include external

facilitators where considered appropriate and beneficial. Any expenditure incurred on external facilitators will be met from within the existing budget.

### **Employment**

4.2 The main implication will be in terms of officer time.

### **Legal (Including Equalities)**

4.3 Member Training and development is required by the Local Government Act 2000 and Local Government Measure (Wales) 2011.

## **5. Background Papers**

[Cabinet Report: 19th July 2021.](#)

[Democratic Services Committee Report: 12th July 2021.](#)

[Vale of Glamorgan Candidate & Elected Member Handbook \(2022 Edition\).](#)

[Local Government and Elections \(Wales\) Act 2021.](#)

[Local Government \(Wales\) Measure 2011 and associated guidance documents.](#)

[Independent Remuneration Panel for Wales \(IRPW\) Annual Report 2022-2023.](#)

Appendix A - Elected Member Induction and Development Schedule 2022.

Appendix B - Head of Democratic Services Candidate Letter.

Appendix C - Co-Opted Member Induction and Development Schedule 2022.



## THE VALE OF GLAMORGAN COUNCIL

### VALE OF GLAMORGAN COUNCIL MEMBER INDUCTION AND DEVELOPMENT TIMETABLE 2022

\*Please note that these sessions are subject to change. You will be informed of any updates as they are available.\*

Members are only required to attend one of each topic session. Multiple sessions are offered to support member availability.

Date and Time	Delivery / Venue	Facilitator	Event
<b>Tuesday 22<sup>nd</sup> March 2022</b>	n/a	n/a	Opening of Candidate Nominations Issuing of Candidates' Information Packs by the Electoral Registration Team.
<b>Tuesday 5<sup>th</sup> April 2022</b>	n/a	n/a	Closing of Candidate Nominations 6 <sup>th</sup> April - Issuing of Candidates Email Letter by the Head of Democratic & Scrutiny Services Team.
<b>Thursday 5<sup>th</sup> May 2022</b>	n/a	n/a	Local County Borough Council Elections.
<b>Monday 9<sup>th</sup> May</b> <b>Session 1: 9:30am – 1pm</b> <b>Session 2: 1:30pm – 5pm</b>	Civic Offices, Barry. 1. Public Gallery 2. Council Chamber	Rob Thomas Tom Bowring Democratic & Scrutiny Services Team	<b>“Market Place” Induction Events</b> <b>Essential for All Members.</b>  <ul style="list-style-type: none"> <li>• Chief Executive Welcome,</li> <li>• Signing Declarations of Office,</li> </ul>
<b>Tuesday 10<sup>th</sup> May</b>	3. Committee Room 2	Andrew Brain / ICT Department Photographer	

<b>Session 1: 9:30am – 1pm</b> <b>Session 2: 1:30pm – 5pm</b>	4. C1V	Sarah Jeanes Matthew James Tony Curliss Lloyd Davies	<ul style="list-style-type: none"> <li>• ID Photoshoot,</li> <li>• New Starter HR/Payroll Forms/ID Cards/ePay/ICO Registration/E&amp;D Survey,</li> <li>• ICT Equipment Collection/Induction,</li> <li>• Civic Office/C1V Orientation,</li> <li>• Officers meet and greet.</li> </ul>
<b>Wednesday 11<sup>th</sup> May</b> <b>10:00 – 16:00</b>	Committee Room 2, Civic Offices.	ICT Department Democratic & Scrutiny Services Team	<b>“Meeting Platforms ICT ‘Drop-In’ Sessions”</b>  <b>To be booked at the Induction Event as deemed necessary by each individual member.</b>  <ul style="list-style-type: none"> <li>• Microsoft Teams, and</li> <li>• CIVICO.</li> </ul>
<b>Thursday 12<sup>th</sup> May</b> <b>10:00 – 16:00</b>			
<b>Thursday 12<sup>th</sup> May</b> <b>17:00 – 20:00</b>	Microsoft Teams	Debbie Marles Democratic & Scrutiny Services Team	<b>“Ethics &amp; Standards”</b>  <b>Essential for All Members.</b>  <ul style="list-style-type: none"> <li>• Member’s Code of Conduct,</li> <li>• Principals of Behaviour: Civility &amp; Respect,</li> <li>• Members Interests,</li> <li>• Twin-hatted members, and</li> <li>• School Governor members.</li> </ul>
<b>Friday 13<sup>th</sup> May</b> <b>10:00 – 13:00</b>			
<b>Monday 16<sup>th</sup> May</b> <b>17:00 – 19:00</b>	Microsoft Teams	Jeff Rees Karen Bowen	<b>“Introduction to the Council and local Corporate Governance”</b>

<p><b>Tuesday 17<sup>th</sup> May</b> <b>09:30 – 11:30</b></p>			<ul style="list-style-type: none"> <li>• How decisions are taken (Cabinet &amp; Scrutiny Relationship),</li> <li>• Structures and Meetings,</li> <li>• Member appointments e.g., to Governing Bodies and Outside Bodies,</li> <li>• Working with officers,</li> <li>• Working with the community and other bodies, and</li> <li>• Joint arrangements.</li> </ul>
<p><b>Wednesday 18<sup>th</sup> May</b> <b>17:00 – 19:00</b></p>	<p>Microsoft Teams</p>	<p>Tom Bowring Helen Moses Lloyd Fisher Marcus Goldsworthy</p>	<p><b>“Corporate Plan”</b></p> <ul style="list-style-type: none"> <li>• Annual Delivery Plan,</li> <li>• Transformation Programme,</li> <li>• Wellbeing of Future Generations Act,</li> <li>• Five ways of working,</li> <li>• Performance Management &amp; Reporting,</li> <li>• Public Service Board,</li> <li>• Project Zero: Climate Change, mitigation, and de carbonisation, and</li> <li>• Values &amp; Culture.</li> </ul>
<p><b>Thursday 19<sup>th</sup> May</b> <b>09:30 – 11:30</b></p>			
<p><b>Thursday 19<sup>th</sup> May</b> <b>17:00 – 19:00</b></p>	<p>Microsoft Teams</p>	<p>Democratic &amp; Scrutiny Services Team</p>	<p><b>“Rules of Debate”</b> <b>Essential for All Members.</b></p> <ul style="list-style-type: none"> <li>• Meeting Participation,</li> <li>• Rules of engagement,</li> <li>• Multi-location meetings,</li> </ul>
<p><b>Friday 20<sup>th</sup> May</b> <b>09:30 – 11:30</b></p>			

			<ul style="list-style-type: none"> <li>• Etiquette/ Public Perception (Virtual and Face-to-Face Meetings), and</li> <li>• Broadcasting.</li> </ul>
<b>Monday 23rd May</b> <b>18:00 – 21:00</b>	CIVICO Meeting Platform	Democratic & Scrutiny Services Team	<b>ANNUAL MEETING OF THE COUNCIL.</b>
<b>Wednesday 25<sup>th</sup> May</b> <b>10:00 – 12:00</b>	Microsoft Teams	Marcus Goldsworthy Ian Robinson James Docherty Steve Butler Lucy Butler Sarah Feist	<b>“Planning”</b>  <b>Essential for Planning Committee Members.</b>  Incl. aspects of Public Engagement.
<b>Thursday 26<sup>th</sup> May</b> <b>17:00 – 19:00</b>			
<b>Friday 27<sup>th</sup> May</b> <b>14:00 – 16:00</b>	Microsoft Teams	Marcus Goldsworthy Ian Robinson James Docherty Steve Butler Lucy Butler Sarah Feist	<b>“Planning for non-Planning Committee Members”</b> <ul style="list-style-type: none"> <li>• Meet the Team</li> <li>• Protocols</li> </ul>
<b>Wednesday 25<sup>th</sup> May</b> <b>14:00 – 16:00</b>	Microsoft Teams	Will Lane	<b>“Introduction to Licensing”</b> (for non-Licensing Committee Members)
<b>Thursday 26<sup>th</sup> May</b> <b>10:00 – 12:00</b>	Microsoft Teams	Will Lane	<b>“Licensing”</b>
<b>Wednesday 25<sup>th</sup> May</b>			
			<b>Essential for Licensing Committee Members.</b>

17:00 – 19:00			<ul style="list-style-type: none"> <li>Responsibilities of the committee and Sub-Committee; and</li> <li>Licensing law.</li> </ul>
Thursday 26 <sup>th</sup> May 14:00 – 16:00	Microsoft Teams	Democratic & Scrutiny Services Team.	<p><b>“Introduction to Scrutiny”</b></p> <p><b>Essential for all Scrutiny Committee Members.</b></p> <p>First formal Committee Meetings as follows:  7th June – Healthy Living &amp; Social Care  9th June – Learning &amp; Culture  14th June – Environment &amp; Regeneration  15th June – Homes &amp; Safe Communities  16th June – Corporate Performance &amp; Resources</p>
Friday 27 <sup>th</sup> May 10:00 – 12:00			
<b>COMMITTEE MEETINGS BEGIN</b>			
Tuesday 7 <sup>th</sup> June 14:00 – 16:00	Microsoft Teams	External: Welsh Local Government Association (WLGA).	<p><b>“General Chairing &amp; Questioning Skills”</b></p> <p><b>Essential for all Members appointed as a Chair or Vice-Chair of a Committee other than Scrutiny.</b></p>
Wednesday 8 <sup>th</sup> June 10:00 – 12:00			
Thursday 9 <sup>th</sup> June 14:00 – 16:00	Microsoft Teams	External: Welsh Local Government Association (WLGA).	<p><b>“Scrutiny Chairing Skills”</b></p> <p><b>Essential for all Members appointed as a Chair or Vice-Chair of a Scrutiny Committee.</b></p>
Monday 13 <sup>th</sup> June	Microsoft Teams	Matthew Bowmer	<b>“Governance &amp; Audit Committee”</b>

17:00 – 18:00		Mark Thomas	<p>Followed by the first formal Committee Meeting.</p> <p><b>Essential for all members of the Committee and appointed as a Chair or Vice-Chair of other committees.</b></p>
Monday 20 <sup>th</sup> June 16:00 – 18:00	Microsoft Teams	Lorna Cross James Docherty Gemma Jones Democratic & Scrutiny Services Team	<p><b>“Welsh Church Act Estate”</b> Delivered during the first formal Committee Meeting.</p>
Tuesday 21 <sup>st</sup> June 09:30 – 11:30	Microsoft Teams	Internal: Matthew Bowmer External: Link Group	<p><b>“Treasury Management”</b></p> <p><b>Essential for Members of the Corporate Performance &amp; Resources Scrutiny Committee, Cabinet, and the Governance &amp; Audit Committee.</b></p> <ul style="list-style-type: none"> <li>• Investments, and</li> <li>• Borrowing.</li> </ul>
Wednesday 22 <sup>nd</sup> June 09:30 – 11:30	Microsoft Teams	Matthew Bowmer Gemma Jones	<p><b>“Finance”</b></p> <p><b>Essential for All Members.</b></p> <ul style="list-style-type: none"> <li>• Budget Setting,</li> <li>• Budget Monitoring, and</li> <li>• Funding the Council, including Council</li> </ul>
Thursday 23 <sup>rd</sup> June 17:00 – 19:00			

			Tax.
<b>Wednesday 22<sup>nd</sup> June 18:00 – 20:00</b>	Microsoft Teams	Helen Picton Christina Hill Will Lane Jason Bale	<b>“Shared Regulatory Services”</b>
<b>Friday 24<sup>th</sup> June 10:00 – 12:00</b>			
<b>Thursday 23<sup>rd</sup> June 09:30– 10:30</b>	Microsoft Teams	Debbie Marles Karen Bowen	<b>“Introduction to the Standards Committee”</b>  <b>Essential for all Members of the Standards Committee.</b>  Followed by the first formal Committee Meeting. <ul style="list-style-type: none"> <li>responsibilities of the committee; and</li> <li>the standards regime.</li> </ul>
<b>Monday 27<sup>th</sup> June 18:00 – 20:00</b>	Microsoft Teams	Democratic & Scrutiny Services Team Tom Bowring	<b>Introduction to the “Voluntary Sector Joint Liaison Committee”</b>  Delivered during the first formal Committee Meeting.
<b>Monday 27<sup>th</sup> June 09:30 – 11:30</b>	Microsoft Teams	Evelyn Morgan - DPO	<b>“Information Governance in Local Government”</b> <ul style="list-style-type: none"> <li>Freedom of Information Requests (FOI),</li> <li>SWIF ‘Permission to Register’ Waiver Forms, and</li> <li>Regulation of Investigatory Powers Act</li> </ul>
<b>Tuesday 28<sup>th</sup> June 17:00 – 19:00</b>			

			(RIPA).
<b>iDev Module</b>	iDev	Evelyn Morgan Jens Chinneck Lloyd Davies	<b>“General Data Protection Regulations (GDPR) and Cyber Security”</b>  <b>Essential for All Members.</b>
<b>Tuesday 28<sup>th</sup> June 09:30 – 10:00</b>	Microsoft Teams	Helen Picton Christina Hill	<b>“Introduction to the Shared Regulatory Services Joint Committee”</b>  Delivered prior to the first formal Joint Committee Meeting for the benefit of Vale of Glamorgan Committee Members.
<b>Wednesday 29<sup>th</sup> June 09:30 – 11:30</b>	Microsoft Teams	Tom Bowring Nicola Hinton	<b>“Equalities &amp; Diversity”</b>  <b>Essential for All Members.</b>  <ul style="list-style-type: none"> <li>• Equalities and Welsh language legislation and regulations,</li> <li>• Strategic Equality Plan and Welsh Language Promotion Strategy,</li> <li>• Council Commitments – Diversity Declaration, Disability Confident Scheme, Stonewall Diversity Champion.</li> <li>• Key equality issues currently</li> <li>• Role of Members in promoting equality, and</li> <li>• Staff Networks – GLAM, Ethnic Minority and Disability.</li> </ul>
<b>Thursday 30<sup>th</sup> June 17:00 – 19:00</b>		GLAM Chair Martine Coles Tracy Dickinson Tom Narbrough	



<b>Monday 4<sup>th</sup> July</b> <b>17:00 – 19:00</b>	Microsoft Teams	Lance Carver Suzanne Clifton	<b>“Corporate Parenting &amp; Safeguarding / Social Services and Wellbeing Act”</b>
<b>Tuesday 5<sup>th</sup> July</b> <b>09:30 – 11:30</b>		David Davies Rachel Evans Amanda Phillips Natasha James	<b>Essential for All Members.</b>
<b>Wednesday 6<sup>th</sup> July</b> <b>10:00 – 12:00</b>	Microsoft Teams	Steve Pickering Sandra Thomas Footpath Officer	<b>Introduction to the “Planning Sub-Committee (Public Rights of Way)”</b>  <b>Essential for All Sub-Committee Members.</b>
<b>Monday 14<sup>th</sup> July</b> <b>18:00 – 20:00</b>	Microsoft Teams	Amy Rudman	<b>Introduction to the “Community Liaison Committee”</b> Delivered during the first formal Committee Meeting.
<b>Tuesday 19<sup>th</sup> July</b> <b>09:30 – 11:30</b>	Microsoft Teams	External: Link (David McGrath)	<b>“Personal Safety &amp; Self-Care”</b>
<b>Thursday 21<sup>st</sup> July</b> <b>17:00 – 19:00</b>			<ul style="list-style-type: none"> <li>• Stress management,</li> <li>• Personal resilience,</li> <li>• Work-life balance,</li> <li>• Bullying and harassment,</li> <li>• Online abuse/using social media safely (wellbeing based), and</li> <li>• Sources of help and support within and beyond the Council.</li> </ul>

<b>Tuesday 19<sup>th</sup> July</b> <b>17:00 – 19:00</b>	Microsoft Teams	Phil Chappell Marcus Goldsworthy Nicola Sumner Smith Nia Hollins Steve Pickering Natasha Davies.	<b>“Regeneration, Economic Development and Tourism”</b>  <ul style="list-style-type: none"> <li>• Meet the team,</li> <li>• New UK Government Funding Streams, and</li> <li>• Community Regeneration.</li> </ul>
<b>Wednesday 20<sup>th</sup> July</b> <b>10:00 – 12:00</b>			
<b>Monday 25<sup>th</sup> July</b> <b>16:00 – 18:00</b>	Microsoft Teams	Jeff Rees	<b>“Introduction to the Democratic Services Committee”</b> Delivered during the first formal Committee Meeting.
<b>AUGUST RECESS</b> <b>(3 MONTHS AFTER ELECTION)</b>			
<b>Monday 12<sup>th</sup> September</b> <b>17:00 – 19:00</b>	Microsoft Teams	Tom Bowring Rob Jones	<b>“Working with the Media”</b>  <ul style="list-style-type: none"> <li>• Responsibilities of being a public figure,</li> <li>• Dealing with enquires from local press,</li> <li>• Key media outlets in the Vale (papers, radio, TV, Vale Social Media),</li> <li>• Interview and article quote tips, and</li> <li>• Communications Team (Overview of the team, its Objectives, processes and support practices).</li> </ul>
<b>Friday 16<sup>th</sup> September</b> <b>10:00 – 12:00</b>			
<b>Thursday 15<sup>th</sup> September</b> <b>17:00 – 20:00</b>	Penarth Pavilion	Tom Bowring	<b>“Member Development EXPO Event”</b> <b>[Penarth Pavilion Reshaping Example Event]</b>

		Democratic & Scrutiny Services Team	
<b>Monday 19<sup>th</sup> September 17:00 – 19:00</b>	Microsoft Teams	External: Link (Dave McGrath)	<b>“Community Leadership &amp; Casework”</b>
<b>Friday 23<sup>rd</sup> September 10:00 – 12:00</b>			
<b>iDev Module</b>	iDev	Lloyd Davies	<b>“Violence against Women, Domestic Abuse &amp; Sexual Violence”</b>
<b>TBC, September – November 2022</b>	Microsoft Teams	External: Women’s Equality Network (WEN) Wales  Nicola Hinton	<b>“Women’s Rights and Gender Equality”</b> <ul style="list-style-type: none"> <li>• A brief history of women’s rights in Wales and the UK,</li> <li>• Key equalities legislation,</li> <li>• Wales’ current situation in key areas like finance, health, care and violence against women,</li> <li>• What is intersectionality and why does it matter, and</li> <li>• What you can do.</li> </ul>
<b>TBC, September – November 2022</b>	Microsoft Teams	External: GLITCH  Nicola Hinton	<b>“Digital Citizen Workshop”</b> <p><b>Session provided exclusively for female Elected Members.</b></p> <ul style="list-style-type: none"> <li>• Advice and support available committed to ending online abuse by educating people on how they can engage positively,</li> </ul>

			respectfully and justly in all digital spaces.
<b>TBC, September – November 2022</b>	Microsoft Teams	External: GLITCH  Nicola Hinton	<b>“Digital Citizen Workshop”</b>  <b>Open to All Members.</b> <ul style="list-style-type: none"> <li>• Awareness of the issues women face,</li> <li>• Online Abuse and Its Impacts,</li> <li>• Digital Self Defence, and</li> <li>• Digital Self Care.</li> </ul>
<b>TBC, September – November 2022</b>	Microsoft Teams	External: Red Apple  Nicola Hinton	<b>“Equalities in Decision Making and Scrutiny”</b> <ul style="list-style-type: none"> <li>• Equality Impact Assessments, and</li> <li>• Welsh Language Implications.</li> </ul>
<b>SIX MONTHS AFTER THE ELECTION</b>			
<b>January 2023.</b>		Jeff Rees Democratic & Scrutiny Services Team	Member Training Needs Assessment
<b>June 2023.</b>		Jeff Rees Democratic & Scrutiny Services Team	All Members afforded opportunity of individual Personal Development Interview and Scrutiny Impact Questionnaire.

**\*Refresher training will be offered post January 2023 as appropriate via iDev (the Council’s Online Training Portal). Refresher training will be provided for all essential topics\***

Email Subject Heading: Vale of Glamorgan Council: 2022 Local Government Election Candidate Letter

Dear [NAME]

**Member Induction and Development Programme**

I am writing to you as you have confirmed your intention to stand for election or re-election to the Council.

I would ask that you pay particular attention to the information set out below:

The Council is committed to an ongoing programme of Member Development. There will be a Member Induction Event, which will be followed by topic-specific sessions, on a range of relevant subject areas linked to the varying roles and responsibilities that Elected Members will undertake.

Some of the sessions will be open to all Members and some will be related to membership of specific Committees (e.g. Planning / Licensing), albeit non-Committee Members will also be most welcome to attend.

The Council has determined that certain sessions will be **essential** (mandatory), either for all Members or those Members appointed to specific Committees. For Quasi-judicial Committees such as Planning and Licensing, you will have to have attended the training in order to take your seat on the Committee.

**Therefore, I would be extremely grateful if you would make a note of the session dates and times in the attached schedule to ensure your availability.**

Of particular **immediate** importance, are the Member Induction 'Market Place' events, which will take place on Monday 9<sup>th</sup> and Tuesday 10<sup>th</sup> May 2022.

These events are integral in terms of preparing you for your role as an Elected Member. **It is very important that all Members (i.e. new, and returning, Members) attend one of the four sessions taking place over the two days. Please see the session times within the attached schedule.**

At the 'Market Place' event you will be provided with an ICT equipment package and initial training on its use, together with your Photo ID and access card.

In addition, you will be required to:

- formally sign the Declaration of Acceptance of Office Form (which also commits you to undertaking to abide by the Council's Members' Code of Conduct).

- complete the relevant paperwork to enable payment of your Basic Allowance to commence. **It is therefore important that newly-elected Members bring their National Insurance Number and Bank Account Details with them to the induction session.** (Please note that, whilst Members Allowances will apply from 9<sup>th</sup> May 2022 (i.e. the formal commencement of office date), actual payments will commence from 15<sup>th</sup> June 2022).

Whilst I appreciate that many of the recipients of this message will not actually be elected, **I am seeking your co-operation in booking on to one of the following four sessions by contacting the Democratic Services Team on 01446 709396 or 01446 709394 upon receipt of this message.**

This is designed to ensure that successful candidates have the dates/times in their diaries and also to allow Council Officers to plan appropriately for the event which is taking place shortly after the election itself.

<b>Date</b>	<b>Session 1</b>	<b>Session 2</b>
Monday 9 <sup>th</sup> May	09:30 to 13:00	13:30 to 17:00
Tuesday 10 <sup>th</sup> May	09:30 to 13:00	13:30 to 17:00

Please note that, given sessions are contained within “half-days”, whilst refreshments will be available, lunch will not be provided.

Obviously, in the event you are not elected, your attendance will not be required.

In the meantime, please also find attached the Council’s Candidate & Elected Member Handbook for your consideration.

I hope that the information contained herein provides you with a realistic idea of the Elected Member role and the support processes in place for Elected Members to meet their responsibilities as well as helpful advice to prepare successful candidates for the Council’s Corporate Member Induction & Development Programme as set out above.

Yours sincerely

Jeff Rees  
Head of Democratic Services

**THE VALE OF GLAMORGAN COUNCIL**  
**CO-OPTED MEMBER INDUCTION AND DEVELOPMENT**  
**TIMETABLE 2022**

Please note that this schedule is relevant to the following members only:

6x Standards Committee Members,  
 3x Governance & Audit Committee Members, and  
 4x Learning & Culture Scrutiny Committee Members.

These sessions are subject to change. You will be informed of any updates as they are available.

Members are only required to attend one of each topic session. Multiple sessions are offered to support member availability.

Date and Time	Delivery / Venue	Facilitator	Event
Thursday 5 <sup>th</sup> May	n/a	n/a	Local County Borough Council Elections.
<b>Monday 9<sup>th</sup> May</b>  <b>Session 1: 9:30am – 1pm</b> <b>Session 2: 1:30pm – 5pm</b>	Civic Offices, Barry. 1. Public Gallery 2. Council Chamber 3. Committee Room 2 4. C1V	Rob Thomas Tom Bowring Democratic & Scrutiny Services Team ICT Department Photographer Sarah Jeanes Matthew James Andrew Brain Tony Curliss Lloyd Davies	<b>“Market Place” Induction Events</b>  <b>Essential for all Members.</b> <b>Spaces to be booked in advance.</b>  <ul style="list-style-type: none"> <li>• Welcome from the Chief Executive.</li> <li>• Starter paperwork to be completed.</li> <li>• Collection of ICT Equipment Package.</li> </ul>
<b>Tuesday 10<sup>th</sup> May</b>  <b>Session 1: 9:30am – 1pm</b> <b>Session 2: 1:30pm – 5pm</b>			

<b>Wednesday 11<sup>th</sup> May</b> <b>10:00 – 16:00</b>	Committee Room 2, Civic Offices.	ICT Department Democratic & Scrutiny Services Team	<b>“Meeting Platforms ICT ‘Drop-In’ Sessions”</b>  <b>To be booked at the Member Induction Event as deemed necessary by each individual Member.</b> <ul style="list-style-type: none"> <li>• Microsoft Teams, and</li> <li>• CIVICO.</li> </ul>
<b>Thursday 12<sup>th</sup> May</b> <b>10:00 – 16:00</b>			
<b>Thursday 12<sup>th</sup> May</b> <b>17:00 – 20:00</b>	Microsoft Teams	Debbie Marles Democratic & Scrutiny Services Team	<b>“Ethics &amp; Standards”</b>  <b>Essential for all Members.</b> <ul style="list-style-type: none"> <li>• Member’s Code of Conduct,</li> <li>• Principals of Behaviour: Civility &amp; Respect,</li> <li>• Members Interests,</li> <li>• Twin-hatted members, and</li> <li>• School Governor members.</li> </ul>
<b>Friday 13<sup>th</sup> May</b> <b>10:00 – 13:00</b>			
<b>Monday 16<sup>th</sup> May</b> <b>17:00 – 19:00</b>	Microsoft Teams	Jeff Rees Karen Bowen	<b>“Introduction to the Council and local Corporate Governance”</b>  <b>All Members invited.</b> <ul style="list-style-type: none"> <li>• How decisions are taken (Cabinet &amp; Scrutiny Relationship),</li> <li>• Structures and Meetings,</li> <li>• Member appointments e.g. to Governing Bodies and Outside Bodies,</li> </ul>
<b>Tuesday 17<sup>th</sup> May</b> <b>09:30 – 11:30</b>			



			<ul style="list-style-type: none"> <li>• Working with Officers</li> <li>• Working with the community and other bodies, and</li> <li>• Joint arrangements.</li> <li>•</li> </ul>
<b>Wednesday 18th May</b> <b>17:00 – 19:00</b>	Microsoft Teams	Tom Bowring	<p><b>“Corporate Plan”</b></p> <p><b>All Members invited</b></p> <ul style="list-style-type: none"> <li>• Annual Delivery Plan,</li> <li>• Transformation Programme,</li> <li>• Wellbeing of Future Generations Act,</li> <li>• Five ways of working,</li> <li>• Performance Management &amp; Reporting,</li> <li>• Public Service Board,</li> <li>• Project Zero: Climate Change, mitigation and de carbonisation, and</li> <li>• Values &amp; Culture.</li> </ul>
<b>Thursday 19th May</b> <b>09:30 – 11:30</b>			
<b>Thursday 19th May</b> <b>17:00 – 19:00</b>	Microsoft Teams	Democratic & Scrutiny Services Team	<p><b>“Rules of Debate”</b></p> <p><b>Essential for Members of the Governance &amp; Audit Committee.</b></p> <p><b>Essential for Members of the Learning &amp; Culture Scrutiny Committee.</b></p> <ul style="list-style-type: none"> <li>• Meeting Participation,</li> </ul>
<b>Friday 20th May</b> <b>09:30 – 11:30</b>			

			<ul style="list-style-type: none"> <li>• Rules of engagement,</li> <li>• Multi-location meetings,</li> <li>• Etiquette/ Public Perception (Virtual and Face-to-Face Meetings), and</li> <li>• Broadcasting.</li> </ul>
<b>Thursday 26<sup>th</sup> May</b> <b>14:00 – 16:00</b>	Microsoft Teams	Democratic & Scrutiny Services Team.	<p><b>“Introduction to Scrutiny”</b></p> <p><b>Essential for Members of the Learning &amp; Culture Scrutiny Committee.</b></p> <p>Held prior to the first formal Committee Meeting on 9th June 2022.</p>
<b>Friday 27<sup>th</sup> May</b> <b>10:00 – 12:00</b>			
<b>COMMITTEE MEETING CYCLE BEGINS</b>			
<b>Tuesday 7<sup>th</sup> June</b> <b>14:00 – 16:00</b>	Microsoft Teams	External: Welsh Local Government Association (WLGA)	<p><b>“General Chairing &amp; Questioning Skills”</b></p> <p><b>Essential for All Members - in particular the Members of the Governance &amp; Audit Committee.</b></p>
<b>Wednesday 8<sup>th</sup> June</b> <b>10:00 – 12:00</b>			
<b>Monday 13<sup>th</sup> June</b> <b>17:00 – 18:00</b>	Microsoft Teams	Matthew Bowman Mark Thomas	<p><b>“Governance &amp; Audit Committee.”</b></p> <p><b>Essential for all members of the Committee.</b></p> <p>Followed by the 1st formal Committee Meeting.</p>
<b>Tuesday 21<sup>st</sup> June</b> <b>09:30 – 11:30</b>	Microsoft Teams	Internal: Matthew Bowman External: Link Group	<p><b>“Treasury Management.”</b></p> <p><b>Essential for Members of the Governance &amp;</b></p>

			<p><b>Audit Committee.</b></p> <p><b>Essential for Members of the Learning &amp; Culture Scrutiny Committee.</b></p> <ul style="list-style-type: none"> <li>• Investments, and</li> <li>• Borrowing.</li> </ul>
<p><b>Wednesday 22<sup>nd</sup> June</b> <b>09:30 – 11:30</b></p>	Microsoft Teams	Matthew Bowman	<p><b>“Finance.”</b></p> <p><b>Essential for Members of the Governance &amp; Audit Committee.</b></p> <p><b>Essential for Members of the Learning &amp; Culture Scrutiny Committee.</b></p> <ul style="list-style-type: none"> <li>• Budget Setting,</li> <li>• Budget Monitoring, and</li> <li>• Funding the Council, including Council Tax.</li> </ul>
<p><b>Thursday 23<sup>rd</sup> June</b> <b>17:00 – 19:00</b></p>			
<p><b>Thursday 23<sup>rd</sup> June</b> <b>09:30– 10:30</b></p>	Microsoft Teams	Debbie Marles Karen Bowen	<p><b>“Introduction to the “Standards Committee”</b></p> <p><b>Essential for all Members of the Committee.</b></p> <p>Followed by the first formal Committee Meeting.</p> <ul style="list-style-type: none"> <li>• responsibilities of the committee; and</li> <li>• the standards regime.</li> </ul>

<b>Wednesday 29<sup>th</sup> June</b> <b>09:30 – 11:30</b>	Microsoft Teams	Tom Bowring Nicola Hinton	<b>“Equalities &amp; Diversity”</b>  <b>Essential for all Members.</b> <ul style="list-style-type: none"> <li>• Equalities Act,</li> <li>• Equality Impact Assessment,</li> <li>• Diversity Declaration / Action Plan,</li> <li>• Socio-Economic Duty,</li> <li>• Welsh Language Act,</li> <li>• Welsh Language Local Standards,</li> <li>• Personal awareness and behaviour,</li> <li>• Unconscious bias, and</li> <li>• Council’s Diversity Networks (GLAM &amp; Ethnic Minority).</li> </ul>
<b>Thursday 30<sup>th</sup> June</b> <b>17:00 – 19:00</b>		GLAM Chairperson Martine Coles Tracy Dickinson Tom Narbrough	
<b>Monday 4<sup>th</sup> July</b> <b>17:00 – 19:00</b>	Microsoft Teams	Suzanne Clifton David Davies Rachel Evans Amanda Phillips	<b>“Corporate Parenting &amp; Safeguarding / Social Services and Wellbeing Act”</b> <b>Scrutiny</b>  <b>Essential for Members of the Learning &amp; Culture Scrutiny Committee.</b>
<b>Tuesday 5<sup>th</sup> July</b> <b>09:30 – 11:30</b>			
<b>Tuesday 19<sup>th</sup> July</b> <b>09:30 – 11:30</b>	Microsoft Teams	External: Link (David McGrath)	<b>“Personal Safety &amp; Self-Care.”</b>  <b>All Members invited.</b> <ul style="list-style-type: none"> <li>• Stress management,</li> <li>• Personal resilience,</li> <li>• Work-life balance,</li> <li>• Bullying and harassment,</li> </ul>
<b>Thursday 21<sup>st</sup> July</b> <b>17:00 – 19:00</b>			

			<ul style="list-style-type: none"> <li>• Online abuse/using social media safely (wellbeing based), and</li> <li>• Sources of help and support within and beyond the Council.</li> </ul>
<b>iDev Module</b>	iDev	Evelyn Morgan Jens Chinneck Lloyd Davies	<p><b>“General Data Protection Regulations (GDPR) and Cyber Security.”</b></p> <p><b>Essential for all Members.</b></p>
<b>iDev Module</b>	iDev	Lloyd Davies	<p><b>“Violence against Women, Domestic Abuse &amp; Sexual Violence.”</b></p> <p><b>All Members invited.</b></p>

**\*Refresher training will be offered post January 2023 as appropriate via iDev (the Council’s Online Training Portal). Refresher training will be provided for all essential topics\***