Meeting of:	**Standards Committee**
Date of Meeting:	**Thursday, 27 January 2022**
Relevant Scrutiny Committee:	No Relevant Scrutiny Committee
Report Title:	Draft Member Induction and Development Programme 2022.
Purpose of Report:	To apprise Committee of the proposed induction and development programme for newly elected, returning Councillors and Co-opted Members following the local government election in May 2022.
Report Owner:	Debbie Marles, Monitoring Officer/Head of Legal and Democratic Services
Responsible Officer:	Karen Bowen, Principal Democratic and Scrutiny Services Officer
Elected Member and Officer Consultation:	The report has been considered and agreed by the Democratic Services Committee and the Vale Council's Cabinet.
Policy Framework:	This is a matter for the Standards Committee.

Executive Summary:
- This report outlines the importance of ongoing Member Development and presents a proposed Induction Event and subsequent Development Programme Timetable (Appendix A) for consideration by the Committee.

- A comprehensive Induction and Development Programme was undertaken following the 2017 Local Government Election which has informed the structure for the 2022 proposed schedule.

- The proposed programme, by its very nature and timescale, contains some dates/times and draft content which are indicative and subject to change.

- The proposed programme was reported to Democratic Services Committee and Cabinet in July 2021 with the recommendations from those meetings being approved to allow work to progress over the Summer period.

- The report is therefore being presented to the Standards Committee to apprise Members of the current proposed programme.

Recommendation

1. That the draft Member Induction and Development Programme, attached as Appendix A to the report, be noted.

Reason for Recommendation

1. To facilitate the approval and subsequent delivery of a Member Induction Event 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   Following the 2017 Local Government Election, a comprehensive Member Induction and Development Programme was undertaken over the first six months following the election but with final completion by the end of the

calendar year as follows:

 - From the day of the Election, the Programme was broken down into three phases:
Phase 1 - The first two weeks following the Election prior to the Annual General Meeting [May].
Phase 2 - When meeting cycles began over a two month period prior to the August Recess [June and July].
Phase 3 - The remaining four months of the calendar year [September - December].
- 26 Training Topics were delivered over 45 sessions. Of those, 14 (31%) were day-time sessions (between 09.00 and 16.00) and 31 (69%) were evening sessions (16.00 - 21.00). Most topics had at least two sessions scheduled; one daytime and one evening to help with Member availability unless it was a session facilitated by an external presenter or not deemed necessary because of low Member numbers;
- 12 of 26 Training Topics were labelled as essential (mandatory), equating to 46% of the Programme. To maximise attendance and being sympathetic to Members' personal commitments, mop-up sessions were arranged on a 1:1 or small group basis for mandatory topics. 100% attendance was achieved on all 12 Mandatory topics;
- 22 (85%) of the topics were facilitated in-house by Vale of Glamorgan Officers, with 4 (15%) being delivered by external facilitators;
- Feedback was sought from Members, following each session, using the online survey tool Survey Monkey.

1.6   Previous feedback gathered via the Survey Monkey tool will be shared with facilitators ahead of the 2022 Induction and Development Programme as part of the planning and improvement process. Since the 2017 Local Government Election, the Council has adopted Microsoft Office 365 as its primary operator system. Therefore, feedback will most likely be gathered via the Microsoft Forms Application going forward.

1.7   On the 20th April 2018, a colleague from the WLGA delivered a Focus Group for members newly elected in May 2017. The aim of the event was to gauge experiences of the support and development provided by the Council to Members, from the time of deciding to stand for office up to election.

2. Key Issues for Consideration

2.1   The proposed schedule at Appendix A for the 2022 Member Induction and Development Programme takes into account the previous 2017 structure Member feedback as outlined above. The proposed programme, by its very nature and timescale, contains some dates/times and draft content which are indicative and may be subject to change, with Members being advised accordingly.

2.2   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.

2.3   In 2017, following the Candidate Nominations deadline, the then Head of Democratic Services wrote to all candidates to inform them of the Member Development Programme and their requirement to attend the 'Market Place' Induction Event should they be elected. It is proposed that this process be undertaken again for 2022.

2.4   A proposed schedule for the 2022 Member Induction 'Market Place' Event has been designed based on the structure of the 2017 event. However, the following new objectives have been added to the 2022 event based on feedback received from both Members and Facilitating Officers:
- Instructions for using E-pay;
- Accessing and navigating iDev;
- Civic Office/C1V Orientation; and
- Officer Photo Directory.

2.5   The Council will also be facilitating 'Becoming a Councillor' Open Day Events for the general public in March 2022, that will be advertised in local newspapers and via the Council's social media channels, as part of the Induction element of the programme. Three 1.5hr sessions will be offered over the course of one week at different times of the day to provide any interested parties with the opportunity to question Officers on the Elected Member role. These events have been scheduled in response to feedback received during the 2018 WLGA Focus Group.

2.6   Committee are requested to note that Co-Opted Members on Council Committees will also be advised of the final schedule in order that they too can attend the training as required for their respective positions e.g. Code of Conduct and Equalities training.

2.7 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.

2.8 The Induction and Development Programme sits under the Member Development Strategy which was considered by Cabinet on 19th July, 2021.

2.9 A Candidate and Elected Member Handbook will sit alongside the Induction and Development Programme. The Handbook will help 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 Handbook is currently being collated and will be presented to the Committee in due course.

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, Local Government Measure (Wales) 2011.

5. Background Papers

Report to the Democratic Services Committee: April 2018 - Update post the first six months of the 2017 Programmes.

Report to the Democratic Services Committee: October 2017 - Update on ongoing 2017 Programmes.

Report on the Democratic Services Committee: July 2017 - Update on ongoing 2017 Programmes.

Minutes of Cabinet: January 2017 - Endorsement of Member Induction and Development Programme 2017.

Report to the Democratic Services Committee: January 2017 - Member Induction and Development Programme 2017 Proposal.

Local Government (Wales) Measure 2011 and associated guidance documents.

THE 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.

Date and Time	Delivery / Venue	Facilitator	Event
Tuesday 29th March 2022	n/a	n/a	Issuing of Candidates' Information Pack.
Thursday 5th May	n/a	n/a	Local County Borough Council Elections.

Monday 9th May
 	
Session 1: 9:30am – 1pm
Session 2: 1:30pm – 5pm
 	
Tuesday 10th May
 	
Session 1: 9:30am – 1pm
Session 2: 1:30pm – 5pm
	1. Public Gallery
	2. Chamber
	3. Committee Room 2
	4. C1V
		Rob Thomas
		Tom Bowring
		Democratic Services Team
		Photographer
		Sarah Jeanes
		Matthew James
		Andrew Brain
		Tony Curliss
		Gemma Williams
			"Market Place" Induction Sessions (Essential for All Members).
			See separate schedule for details.
			• Managing Director Welcome
			  - State of the nation
			  - Public Service Board?
			• Event Members Map Pocket Tool
			• Signing Declarations of Office
			• ID Photoshoot
			• New Starter HR/Payroll Forms/ID Cards/ePay/ICO Registration/E&D Survey.
			• ICT Equipment Collection/Induction (remote working/equipment handling)
			• Civic Office/C1V Orientation (Council offices and County facilities, access and security, maps?)
			• I-Dev log-on details (no standalone

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			session on this). • On-the-ground Officer meet and greet session (or hand-out alternative as part of induction pack).
Wednesday 11th May 10:00 – 13:00 Thursday 12th May 17:00 – 20:00	Council Chamber	Debbie Marles Democratic Services Team	**"Ethics & Standards"** **(Essential for All Members)**. • Member's Code of Conduct • Principals of Behaviour: Civility & Respect • Members Interests • Twin-hatted members • School Governor members
Monday 16th May 17:00 – 19:00 Tuesday 17th May 09:30 – 11:30	Council Chamber	Jeff Rees & Karen Bowen Rob Jones Tom Bowring	**"Introduction to the Council and local Corporate Governance"** • how decisions are taken (Cabinet & Scrutiny Relationship) • structures and meetings • Member appointments e.g. to Governing Bodies and Outside Bodies • working with officers • working with the community and other bodies • joint arrangements. • New Cabinet Development. • Team building, • developing a political vision, • Local Member Competency Framework • WLGA Councillor Guide

			• Communications Team (Overview of the team, its Objectives and support practices).
Wednesday 18th May 17:00 – 19:00 Thursday 19th May 09:30 – 11:30	Council Chamber	Tom Bowring	**"Corporate Plan"** • Annual Delivery Plan • Transformation Programme • Wellbeing of Future Generations Act • Five ways of working • Performance Management & Reporting • Public Service Board • Project Zero: Climate Change, mitigation and de carbonisation • Values & Culture
Thursday 19th May 17:00 – 19:00 Friday 20th May 09:30 – 11:30	Council Chamber	Democratic Services Team	**"Rules of Debate"** **(Essential for All Members)**. • Meeting Participation • Rules of engagement • Multi-location meetings • Etiquette/ Public Perception (Virtual and Face-to-Face Meetings) • Broadcasting.
Monday 23rd May 18:00 – 21:00	Council Chamber	Democratic Services Team	**ANNUAL GENERAL MEETING (AGM) OF THE COUNCIL.**

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COMMITTEE MEETING CYCLE BEGINS			
Monday 30th May 14:00 – 15:00	Council Chamber	Will Lane	**"Introduction to Licensing"**
Tuesday 31st May 10:00 – 12:00 Wednesday 1st June 17:00 – 19:00	Council Chamber	Will Lane	**"Licensing"** **(Essential for Licensing Committee Members)**. • responsibilities of the committee; and • licensing law.
Monday 30th May 10:00 – 12:00 Tuesday 31st May 17:00 – 19:00	Council Chamber	Marcus Goldsworthy& James Docherty.	**"Planning"** **(Essential for Planning Committee Members)** Incl. aspects of Public Engagement.
Wednesday 1st June 14:00 – 16:00	Council Chamber	Marcus Goldsworthy & James Docherty.	**"Planning for non-Planning Committee Members"** • Protocols
Wednesday 1st June 09:30 – 10:30	Monitoring Officer's Office	Debbie Marles	**Introduction to the "Standards Committee"** **(Essential for Committee Members)** Followed by 1st formal Committee Meeting. • responsibilities of the committee; and • the standards regime.
Thursday 9th June 17:00 – 19:00	TBC	External: Sarah Titcombe WLGA.	**"Scrutiny Chairing Skills"** **(Essential for all members appointed as a Chairman or Vice-Chairman of a Scrutiny Committee).**

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Wednesday 8th June 10:00 – 12:00 Wednesday 8th June 17:00 – 19:00	TBC	External: Sarah Titcombe WLGA.	**"General Chairing & Questioning Skills"** **(Essential for all members appointed as a Chairman or Vice-Chairman of a Committee other than Scrutiny).**
Monday 13th June 17:00 – 18:00	Council Chamber	Head of Finance Mark Thomas	**"Governance & Audit Committee."** Followed by the 1st formal Committee Meeting. **(Essential for all members of the Committee and appointed as a Chairman or Vice-Chairman of other committees).**
Tuesday 14th June 17:00 – 19:00	Council Chamber *WLGA materials due to be published in Jan'22.*	Amy Rudman Lance Carver	**Introduction to the "Healthy Living & Social Care Scrutiny Committee"** Delivered during 1st formal Committee Meeting.
Wednesday 15th June 18:00 – 20:00	Council Chamber	Mark Thomas Miles Punter	**Introduction to the "Homes & Safe Communities Scrutiny Committee"** Delivered during 1st formal Committee Meeting.
Thursday 16th June 18:00 – 20:00	Council Chamber	Cath Lindsey Paula Ham	**Introduction to the "Learning & Culture Scrutiny Committee"** Delivered during 1st formal Committee Meeting.
Monday 20th June 18:00 – 20:00	Council Chamber	Cath Lindsey Tom Bowring	**Introduction to the "Voluntary Sector Joint Liaison Committee"** **Delivered during 1st formal Committee Meeting.**
Tuesday 21st June	Council Chamber	Dave Holland	**"Shared Regulatory Services"**

09:30 – 10:30		Helen Picton Jane Peaty	Delivered prior to the 1st formal Joint Committee Meeting.
Tuesday 21st June 17:00 – 19:00	Council Chamber	Gareth Davies Rob Thomas Emma Reed	**Introduction to the "Environment & Regeneration Scrutiny Committee"** Delivered during 1st formal Committee Meeting.
Wednesday 22nd June 18:00 – 20:00	Council Chamber	Karen Bowen Rob Thomas Tom Bowring Head of Finance	**Introduction to the "Corporate Performance & Resources Scrutiny Committee"** Delivered during 1st formal Committee Meeting.
Wednesday 22nd June 09:30 – 11:30 Thursday 23rd June 17:00 – 19:00	Council Chamber	Head of Finance	**"Finance."** **(Essential for All Members)**. • Budget Setting • Budget Monitoring • Funding the Council, including Council Tax.
Friday 24th June 09:30 – 11:30	Council Chamber	Internal: Head of Finance External: Link Group	**"Treasury Management."** **(Essential for Members of the Corporate Performance & Resources Scrutiny Committee, Cabinet and the Governance & Audit Committee).** • Investments • Borrowing
Monday 27th June	Council Chamber	DPO	**"General Data Protection Regulations**

09:30 – 11:30 Tuesday 28th June 17:00 – 19:00	*GDPR iDev content available – Cyber Ninja to be added? Partnered with Cyber Security.*		**(GDPR)."** **(Essential for All Members)**. • Data Management & Protection • Information Governance • Freedom of Information Requests (FOI) • SWIF 'Permission to Register' Waiver Forms. • Regulation of Investigatory Powers Act (RIPA)
Wednesday 29th June 09:30 – 11:30 Thursday 30th June 17:00 – 19:00	Council Chamber *iDev content available*	Tom Bowring Nicola Hinton GLAM Chairman Martine Coles Tracy Dickinson Tom Narbrough	**"Equalities & Diversity"** **(Essential for All Members).** • Equalities Act • Equality Impact Assessment • Diversity Declaration / Action Plan • Socio-Economic Duty • Welsh Language Act • Welsh Language Local Standards • Personal awareness and behaviour • Unconscious bias • Council's Diversity Networks (GLAM & Ethnic Minority).
Monday 4th July 18:00 – 20:00	Council Chamber	Amy Rudman	**Introduction to the "Community Liaison Committee"** Delivered during 1st formal Committee Meeting.

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Monday 11th July 16:00 – 18:00	Committee Room 1	Jeff Rees	**"Introduction to the "Democratic Services Committee."** Delivered during the 1st formal Committee Meeting.
Thursday 14th July 17:00 – 19:00 Friday 15th July 09:30 – 11:30	Council Chamber *iDev content available*	Suzanne Clifton David Davies Rachel Evans	**"Corporate Parenting & Safeguarding / Social Services and Wellbeing Act"** **(Essential for All Members)**.
Tuesday 19th July 09:30 – 11:30 Thursday 21st July 17:00 – 19:00	Virtual *iDev content available as refresher course(s) after initial LINK session.*	Link (David McGrath) Courses 16, 20 & 21.	**"Personal Safety & Self-Care."** • Stress management • Personal resilience • Work-life balance • Bullying and harassment • Online abuse/using social media safely (wellbeing based). • Sources of help and support within and beyond the Council.
TBC, Fourth week of July.	Corporate Suite	Tom Bowring Democratic Services Team	**"Member Development EXPO Event."** **[Penarth Pavilion Social Network Event]**
AUGUST RECESS			

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(3 MONTHS AFTER ELECTION)			
Monday 12th September 17:00 – 19:00 Friday 16th September 10:00 – 12:00	Virtual	Tom Bowring Rob Jones	**"Working with the Media."** • Responsibilities of being a public figure. • Dealing with enquires from local press. • Key media outlets in the Vale (papers, radio, TV, Vale Social Media). • Interview and article quote tips. • Vale Comms Team Processes.
Monday 19th September 17:00 – 19:00 Friday 23rd September 10:00 – 12:00	Virtual	Link (Dave McGrath) Course Number 14.	**"Community Leadership & Casework."**
TBC, September - November	Council Chamber *iDev content available*	TBC Julie Grady.	**"Violence against Women and Domestic Violence."**
TBC, September - November		Anna Red Apple	**TBC - Multiple Sessions around equality and inclusion.**
SIX MONTHS AFTER THE ELECTION			
December 2022 – January 2023	Democratic Services	Jeff Rees	All Members afforded opportunity of individual Personal Development Interview and Scrutiny Impact Questionnaire.

Refresher training will be offered post January 2023 as appropriate. Refresher training will be provided for all essential topics

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