

**BRIDGEND COUNTY BOROUGH COUNCIL**  
**REPORT TO DEMOCRATIC SERVICES COMMITTEE**

**21 OCTOBER 2021**

**REPORT OF THE HEAD OF DEMOCRATIC SERVICES**

**MEMBER INDUCTION PROGRAMME 2022**

**1. Purpose of report**

1.1 The purpose of the report is to outline the proposed Member Induction Programme for 2022 for the consideration of the Committee.

**2. Connection to corporate well-being objectives / other corporate priorities**

2.1 This report assists in the achievement of the following corporate well-being objectives under the **Well-being of Future Generations (Wales) Act 2015**:-

1. **Supporting a successful sustainable economy** – taking steps to make the county borough a great place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions for all people in the county borough.
2. **Helping people and communities to be more healthy and resilient** - taking steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services. Supporting individuals and communities to build resilience, and enable them to develop solutions to have active, healthy and independent lives.
3. **Smarter use of resources** – ensure that all resources (financial, physical, ecological, human and technological) are used as effectively and efficiently as possible and support the creation of resources throughout the community that can help to deliver the Council's well-being objectives.

**3. Background**

3.1 Member training and development is required by the Local Government Act 2000, Local Government (Wales) Measure 2011 and the Council's Elected Member Learning and Development Strategy which was approved by Council in July 2021.

3.2 Following the Local Government Elections in 2022 there will be a number of new and returning Elected Members. An Induction 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, the complexities of the Elected Member role, and helps them to integrate quickly into the Council following their election.

## **4. Current situation/proposal**

- 4.1 The Committee considered the Member Induction Programme 2022 at its meeting of 24 June 2021 and noted the 3 phases of the Elected Member Learning and Development Strategy as outlined below:

### **Phase 1 – Administration**

(First three days after the election)

To establish the newly Elected Members within the Council and will include:

- Fulfilling their statutory requirements regarding their Acceptance of Office and completing their Declaration of Personal Interests,
- Creation of ICT accounts and provision of ICT equipment;
- The provision of personal information in order to set up remuneration payments, web pages and enable officers to carry out other necessary administrative functions;
- A briefing of the facilities available to Elected Members within the Authority;
- The taking of official photographs for use on the Bridgend County Borough Council (BCBC) website and ID cards.

### **Phase 2 – The Essentials**

(Prior to the Annual Meeting of Council in May 2022).

To provide Elected Members with sufficient knowledge to prepare them to undertake their initial role in the support of Council business. This phase may include briefings on the following topics from key officers:

- The Chief Executive – to provide an overview of the Council, its services and structures.
- The Monitoring Officer – Introduction to Local Government, Constitution and meeting procedures, Members Code of Conduct.
- Corporate Directors – Directorate Service provision – challenges and achievements.
- Head of Democratic Services – roles of, and appointment to, Committees. Systems used at Council and Committee meetings.

### **Phase 3 – The Core Functions**

(First 6 months after the Annual Meeting of Council)

To provide Elected Members with the knowledge and skills to enable them to undertake their core functions as Elected Members. It is intended to provide a sound basis for decision making which is required by councillors to carry out their role effectively:

- Governance and Audit Committee
- Development Control Committee
- Overview and Scrutiny Committees
- Democratic Services Committee
- Licensing Committee

- Appeals Panel
- Chairing Skills
- Questioning Skills
- Corporate Parenting
- Safeguarding
- Member Referrals
- Ward and Casework
- Delegated Powers
- Constitution
- Chairing Skills
- Questioning Skills
- Social Media Policy
- Member Referrals

4.2 Attached as **Appendix 1** is the proposed Member Induction Programme for 2022. It should be noted that the draft programme, by its very nature and timescale, contains some dates/times and draft content which are indicative and subject to change.

4.3 To support the Induction Programme an information pack will also be provided to Members when they sign the Acceptance of Office. This will include useful information such as core policies and procedures, timetable of meetings and useful contact numbers. It is proposed that the Programme also include events where Members will be able to meet officers to find out more about the Council's services as well as other new, and returning Members.

4.4 In addition to the ongoing Learning and Development Programme, a Training Needs Analysis Questionnaire will be compiled and distributed during December 2022 – January 2023. All Members' responses will be analysed and, from this, the ongoing Programme will be developed and presented to the Committee.

## **5. Effect upon policy framework and procedure rules**

5.1 There will be no effect on the policy framework and procedure rules.

## **6. Equality Act 2010 implications**

6.1 The protected characteristics identified within the Equality Act 2010, Socio-economic Duty and the impact on the use of the Welsh language have been considered in the preparation of this report. As a public body in Wales, the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

## **7. Well-being of Future Generations (Wales) Act 2015 implications**

7.1 The Induction Programme and Elected Member Learning and Development Strategy is consistent with the five ways of working as defined under the Act in that the Induction Programme will help prepare Members for their decision making responsibilities in which they will need to consider the positive and negative impacts

on future generations, long term community resilience, economic, environmental and social capital.

## **8.1 Financial implications**

8.1 Elected Member learning and development is resourced from the allocated Member Development budget. Reasonable allocation will be made as part of the annual budget round and applied with regard to the corporate needs of the Authority. The Head of Democratic Services will monitor appropriate spend on the budget. In house training will be provided by Directorates if the topic relates to their service areas. The costs for this type of event will be met from within Directorate budgets and not from the Member Development budget.

## **9. Recommendation**

9.1 The Committee is recommended to consider the report and provide its views on the draft Member Induction Programme for 2022.

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**October 2021**

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**Background documents:**  
None