

## CEREDIGION COUNTY COUNCIL

**Report to:** Democratic Services Committee

**Date:** 7 March 2022

**Title:** Members' Induction Programme 2022

**Purpose of report:** To provide an update upon the programme for Members following the County Council Elections in May 2022.

### Introduction

A report was presented to the Committee on 12 October 2021 outlining the Induction Programme for new and returning Members following the County Council Elections held on 5<sup>th</sup> May 2022, stating that dates and times are subject to change. During the meeting Members noted that there is a duty for political parties to take a lead on several of the items and that training would be vital in order to ensure that Members can provide a high level of support to their residents.

The Local Government (Wales) Measure 2011 sets out the training and development of members of a local authority. Section 7(4) stipulates that:

*(4) in exercising its functions under this section a local authority must have regard to guidance given by the Welsh Minister*

It is anticipated that guidance will be provided as part of the bundle of Statutory and Non-Statutory guidance currently being developed by the Welsh Government which will clarify requirements for providing opportunities for what is essential for a local authority member to perform their role effectively, taking into consideration amendments to the legislation brought about as a result of the Local Government and Elections (Wales) Act 2021 such as the amendment to the remit of Governance and Audit Committees and encouraging public participation in decision making. Councils will need to have a 'living definition' of what constitutes a reasonable training and development needs which is regularly and frequently kept under review.

As such, the Members' Induction Programme has been reviewed and updated, as set out in Appendix A.

**Recommendation:** To agree upon the updated Member Induction programme for Members following the County Council Elections in May 2022.

**Appendix:** Appendix A – Draft Members' Induction programme 2022.

**Background documents:** Local Government Act 1972  
Local Government Measure 2011

**Local Democracy Act 2013  
Local Government & Elections Wales Act (2021)  
Ceredigion County Council's Constitution**

**Name:** Nia Jones  
**Job Title:** Corporate Manager - Democratic Services  
**Date:** 23.02.22



## Members' Induction and Training Programme 2022

**All training will be held in the Council Chamber, Penmorfa, Aberaeron and/or remotely via video-conference unless stated below**

Date	Time	Details	Comments
9 <sup>th</sup> May	10.00am	Code of Conduct for New Members	Mandatory for <u>all new</u> Councillors
	2:00pm	Code of Conduct for Returning Members	Mandatory for <u>all returning</u> Councillors
10 <sup>th</sup> May	10.00am	Introduction to the Council to include Modern.gov, hybrid system, GDPR / Information Management	Mandatory for <u>all</u> Councillors
23 <sup>rd</sup> May	10.00am	Role and function of Cabinet members including effective decision making	Mandatory for <u>all</u> Cabinet Members
24 <sup>th</sup> May	2:00pm	Role and Responsibilities of the Ethics and Standards Committee	Mandatory for <u>all</u> Committee Members
27 <sup>th</sup> May	10.00am	Development Control Committee training	Mandatory for <u>all</u> Members
6 <sup>th</sup> June	10.00am	Roles and Responsibilities of Political Group Leaders	Mandatory for <u>all</u> Group Leaders
7 <sup>th</sup> June	2:00pm	Lay Member Training	Mandatory for <u>all</u> Lay Members
8 <sup>th</sup> June	10.00am	The role of Overview and Scrutiny to include performance and self-assessment	Mandatory for <u>all</u> members of <b><u>Overview and Scrutiny Committees</u></b>
9 <sup>th</sup> June	9:30am	Chairing Overview and Scrutiny Committees	Mandatory for <u>all</u> chairs of <b><u>Overview and Scrutiny Committees</u></b>
	2:00pm	The role of Overview and Scrutiny Co-ordinating Committee in relation to the Public Service Board and the Wellbeing of Future Generations	Mandatory for <u>all</u> members of <b><u>Overview and Scrutiny Coordinating Committee</u></b>
10 <sup>th</sup> June	10.00am	Introduction to the Welsh Language Standards	Mandatory for <u>all</u> members
14 <sup>th</sup> June	10.00am	Support and Guidance on completing on-line training courses	Mandatory for <u>all</u> members
16 <sup>th</sup> June	10.00am	Health and Safety for Councillors, including lone working and personal safety	Mandatory for <u>all</u> members
22 <sup>nd</sup> June	2.00pm	Governance and Audit Committee training	Mandatory for <u>all</u> members of the <b><u>Governance and Audit Committee*</u></b>



23 <sup>rd</sup> June	9.30am	Wellbeing of Future Generations and effective decision making	Mandatory for <b><u>all</u></b> Councillors
4 <sup>th</sup> July	10.00am	Licensing Committee training	Mandatory for <b><u>all</u></b> members of the <b><u>Licensing Committee*</u></b>
6 <sup>th</sup> July	9.30am and 2.00pm	Safeguarding – Level 1 training	Mandatory for <b><u>all</u></b> Councillors

\*Please note – you will not be permitted to sit on these Committees unless you have attended the mandatory training.

#### Additional training activities to be scheduled September – December 2022

<ul style="list-style-type: none"><li>• Development Control catch up for new Members (early September)</li><li>• Ask and Act (VAWDASV)</li><li>• PREVENT AND WRAP</li><li>• Modern Slavery</li><li>• Data Management and FOI</li><li>• Finance inc. budgeting and treasury management</li></ul>	<ul style="list-style-type: none"><li>• Hate Crime</li><li>• Introduction to Equalities</li><li>• Using Social Media as a Councillor and online safety</li><li>• Disclosure and Barring Service (DBS)</li><li>• Safeguarding Level 2 for relevant Members</li></ul>
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### e-Learning modules

All Councillors will also have access to the e-learning modules on the All Wales Academy Portal.