

Ion CEREDIGION COUNTY COUNCIL

Report to: Democratic Services Committee

Date: 16.12.2022

Title: Member Induction Programme

Purpose of report: To consider a report on the Member Induction Programme 2022

Background

The Member Induction Programme commenced on 9 May 2022 following the County Council Elections held on 5 May 2022.

The induction Programme contained a total of 36 development activities, which including repeat sessions totalled 42 individual training sessions. The events included generic training for all Members, targeted obligatory training for Members of statutory committees and informative workshops with an aim to provide Councillors with the appropriate training and information to carry out their roles effectively.

Additional training and workshops will be provided early next year to include:

- Corporate Parenting;
- Equalities;
- Risk Management;
- Budget Management;
- Modern Slavery / County Lines;
- Introduction to British Sign Language.

Governance and Audit Training and Data Protection training will also be repeated for new Members and those that were unable to attend the original training.

The activities listed below were all delivered during the period from 10 May 2022 to 25 November 2022. The majority of the training was provided in-house by council officers. The majority of the training was delivered remotely via zoom. A breakdown of attendance to each session is provided in Appendix A.

To supplement the formal training sessions provided, Councillors have access to e-learning programmes that are not compulsory. A Sample of the e-learning programmes available and completion rates are provided in Appendix B.

One-to-one sessions will be held with all Members early next year to identify additional training requirements.

Recommendations: To note the report

Appendices: Appendix A – formal training activities
Appendix B – e-learning programmes

Background documents: None

Name: Lowri Edwards

Job Title: Corporate Lead Officer: Democratic Services

Date: 26.11.2022

DATE	TRAINING SESSIONS	IN-HOUSE EXTERNAL	TOTAL ATTENDANCE	% ATTENDANCE
09.05.22 19.05.22 24.06.22 10.10.22	Code of Conduct	In-house	39*	100%
10.05.22	Introduction to the Council	In-house	30*	79%
10.05.22 11.10.22	Information and Data Protection	In-house	30*	79%
23.05.22	Role and Responsibilities of Cabinet Members including effective decision making	In-house	8	100%
24.05.22	Role and Responsibilities of the Ethics and Standards Committee	In-house	2	100%
27.05.22 22.11.22	Development Management Committee Training (open to all Councillors)	In-house	34*	87%
31.05.22 11.10.22	Governance and Audit Committee Member Training	In-house	5	83%
06.06.22	Role and Responsibilities of Political Group Leaders	In-house	6	100%
08.06.22	Role of Overview and Scrutiny Committees	External provider / In-house	25	89%
09.06.22	Chairing Overview and Scrutiny Committees (open to Chairs and Vice-Chairs)	In-house	7	70%
09.06.22	Role of Overview and Scrutiny Coordinating Committee in relation to the Public Service Board	In-house	7	70%
10.06.22	Welsh Language Standards	In-house	26	70%
14.06.22	Introduction to e-learning	In-house	25	66%
16.06.22	Health and Safety and Lone Working for Elected Members	In-house	24	65%
23.06.22	Wellbeing of Future Generations	In-house	27	73%
04.07.22 13.12.22	Licensing Committee Member Training	External . in-house provider	12	100%
06.07.22 (x 2)	Safeguarding Level 1	In-house	32	86%

10.08.22	Charity Trustee Committee Member Training	In-house	6	60%
30.09.22	Ethics and Standards Protocols	In-house	2	100%
05.10.22	PREVENT	External provider	28	73%
24.10.22 / 25.10.22	VAWDASV	External provider	33	87%
26.10.22	General Finance Budget Training	In-house	32	84%
02.10.22	Welfare Training	In-house	26	68%
08.11.22	Treasury Management Training	External provider	28	73%
10.11.22	Social Media Training	In-house	22	58%

*Attendance by Cllr Hag Harries

DATE	WORKSHOPS	IN-HOUSE EXTERNAL	TOTAL ATTENDANCE	% ATTENDANCE
23.06.22	Workshop - Hywel Dda University Health Board	External provider	20	54%
08.07.22	Workshop - Hydrogen Power	External provider	35	95%
13.07.22	Development Management Workshop	In-house	16	42%
15.07.22	Workshop - Welsh in Education Strategy	In-house	19	51%
10.08.22	Workshop - Self Assessment for Members of Overview and Scrutiny Committee	In-house	6	60%
07.09.22	Workshop - Overview by Heads of Services reporting to the Healthier Communities Overview and Scrutiny Committee	In-house	19	51%
08.09.22	Workshop - Eisteddfod	In-house	27	73%
22.09.22	Workshop - CLIC	In-house	28	76%
22.09.22	Workshop - School Transport Policy	In-house	22	59%
28.09.22	Workshop - Housing Register Policy	In-house	20	54%
20.10.22	Workshop - Fire and Rescue Service	External provider	36	95%

Appendix B – e-learning programme (as of 02.11.2022)

E-LEARNING MODULE	TOTAL COMPLETION
Chairing Meetings Effectively	2
Community Leadership and Casework	2
Connect to Kindness	2
Corporate Parenting	2
Data Protection	10
Display Screen Equipment	3
Effective Scrutiny	2
Emergency Rest Centre Training	1
Equality and Diversity - Elected Members	3
Ethics and Standards	3
Governance, Audit and Risk Management	3
Health and Safety	9
Information Security	9
Introduction to Corporate Governance	2
Introduction to Licensing	2
Introduction to Planning	2
Local Government Finance	2
Mental Capacity Act Awareness	1
Planning for Planning Committees	2
Protecting Individuals at Risk of Vulnerability Crimes	2
Public Speaking and Working with the Media	2
Safeguarding Children and Adults - Level 1	9
Social Media Awareness	2
Social Services and Well-Being Act	2
Understanding Autism	2
United Nations Convention on the Rights of the Child	1
VAWDASV (Violence Against Women - Domestic Abuse & Sexual Violence)	8

Well-Being of Future Generations	2
Well-Being of Future Generations Act - Elected Members	2
Welsh Language Awareness	1
Welsh Language Standards	3
Whistleblowing	12