

Report

Democratic Services Committee

Part 1

Date: 17 February 2017

Item No: 5

Subject Elections 2017: Members' Induction Pack

Purpose To seek the view of the Committee on the content of the proposed induction pack for members elected in the 2017 elections

Author Chief Democratic Services Officer

Ward All Wards

Summary The next Local Government elections are to be held in May 2017. It is likely that the outcome of the election will result in a mix of elected members in terms of experience with some newly elected individuals alongside some returning elected members.

It is proposed that an information Pack is designed for elected members to receive following the election to provide them with some essential information and to provide a series of documents that need to be signed by all members whether they are returning to the Council or newly elected.

The content of the suggested information pack is set out in the report for discussion by the Democratic Services Committee. The purpose of the discussion is to find out if elected members consider that the pack meets the needs of elected members and whether there should be any additional information provided, documents removed from the pack or any other comments

Proposal: To agree the content of the Information Pack to be provided to members following the 2017 elections.

Action by Chief Democratic Services Officer

Timetable Immediate

This report was prepared after consultation with:

- Chief Executive
- Monitoring Officer
- Chief Financial Officer
- Head of People and Business Change
- Democratic Services staff

Background

It is proposed that an information Pack is designed for elected members to receive following the election to provide them with some essential information and to provide a series of documents that need to be signed by all members whether they are returning to the Council or newly elected.

The content of the suggested information pack is set out below for discussion by the Democratic Services Committee. The purpose of the discussion is to find out if elected members consider that the pack meets the needs of elected members and whether there should be any additional information provided, documents removed from the pack or any other comments

The proposals are as follows:

SECTION 1:

- i. A congratulations letter from the Chief Executive
- ii. Information on your declaration of acceptance of Office that needs to be done immediately
- iii. A personal details form to be completed and returned to the Democratic Services Team
- iv. The Code of Conduct for elected members. You must sign to say you have received and read the Code. There will be training sessions on the code and all members, whether newly elected or returning must attend one of the sessions
- v. Declarations of Registerable Interests form and information
- vi. A form relating to gifts or hospitality you may receive as a Councillor along with a protocol agreed by Standards Committee

SECTION 2:

- i. A 'starter' form for newly elected members to enable us to arrange for your allowance to be paid.
- ii. Information on the Members Allowances/salaries scheme.
- iii. An application form to receive your ID badge
- iv. An application form to receive your car parking permit for the Civic Centre Members' car park

SECTION 3:

- i. Pigeon Holes
- ii. How will I receive information on meetings?
- iii. Ward Issues
- iv. Contacts

SECTION 4:

Being a Councillor

You will find in your pigeon hole, in the Members' Lounge, a copy of the Welsh Local Government's guidance on being a Councillor

SECTION 5

Provisional Induction Programme

This will set out more detail on the programme that was agreed by this Committee in 2016

SECTION 6:

IT Equipment:

This section will provide information on IT equipment available; provide information on what members need to do to ensure they are secure; and details of the acceptable use policy

Financial Summary

There are no financial implications in agreeing the contents of the pack

Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Not preparing a pack or failing to do so on time	M	L	A programme of work has been agreed with Democratic Admin staff to enable the pack to be produced in time for election day	Chief Democratic Services Officer
Preparation of the Pack	L	L	Any costs incurred will be met by existing budgets but the obvious impact will be on officer time	Chief Democratic Services Officer

Links to Council Policies and Priorities

This assists in our aim to provide the best possible services to our elected members

Options Available and considered

- To adopt the suggested pack
- To amend the content of the suggested pack
- To take no action and not produce the pack

Preferred Option and Why

To discuss and adopt or amend the suggested pack based on the views of elected members. It is considered that the pack provides essential early information for elected members

Comments of Chief Financial Officer

There are no financial implications in agreeing the content of the pack. There will be some administrative and production costs arising from the making of 50 copies of the pack that will need to be met from existing budgets

Comments of Monitoring Officer

There are no specific legal issues arising from the Report. Councillors are required to sign their declaration of acceptance of office and declaration to abide by the Code of Conduct within 2 months of the election. In accordance with Council policy, member induction training is mandatory for Planning and Licensing Committee members and all members are required to undertake Code of Conduct training. The Council is required to provide appropriate support for members to enable them to discharge their duties as Councillors in accordance with the Local Government (Wales) Measure 2011.

Comments of Head of People and Business Change

The report relates to the induction process of new Members and there are no specific staffing implications as a result. The process of inducting Members is important to ensure that there is compliance with the Code of Conduct and that the various administrative processes that need to be completed are done so in an organised way.

Comments of Cabinet Member

The report author is to confirm that the Cabinet Member has approved the report for consideration by cabinet.

Local issues

There are no local issues

Scrutiny Committees

This is a matter for consideration by the Democratic Services Committee.

Equalities Impact Assessment and the Equalities Act 2010

Equalities Impact Assessment is not required

Children and Families (Wales) Measure

No issues in this report relate directly to Children and Young People

Wellbeing of Future Generations (Wales) Act 2015

The proposed induction programme will include informing elected members of the need to consider the five things public bodies need to think about to show they have applied the sustainable development principle put into place by the Act.

Crime and Disorder Act 1998

Not applicable for this report

Consultation

As set out above.

Background Papers

Information pack for members following 2017 elections.

Dated: January 2017