

 <b>Employment Committee</b> 9 March 2011		<b>Agenda Item No.</b>
<b>Title</b>	Member induction Programme	
<b>For further information about this report please contact</b>	Graham Leach Senior Committee Services Officer 01926 456114 <a href="mailto:graham.leach@warwickdc.gov.uk">graham.leach@warwickdc.gov.uk</a>	
<b>Wards of the District directly affected</b>	None	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	n/a	
<b>Background Papers</b>	None	

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No

Officer/Councillor Approval		
With regard to officer approval all reports <i>must</i> be approved by the report authors relevant Deputy Chief Executive, Head of Service, Finance, Monitoring Officer and the relevant Portfolio Holder(s).		
Officer Approval	Date	Name
Chief Executive/Deputy Chief Executive		Andrew Jones
Head of Service		
CMT		
Section 151 Officer		
Monitoring officer		
Finance		Marcus Miskinis
Portfolio Holder(s)		Michael Doody
Consultation Undertaken		
Member Development Group 10 February 2011 (Councillors Barrott, Mrs Blacklock, Mrs Bunker and Falp) Standards Committee 16 February 2011		
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

## **1. SUMMARY**

- 1.1 The report brings forward the member development programme for the new Council after the election for endorsement.

## **2. RECOMMENDATION**

- 2.1 That the Employment Committee endorses the member development programme as set out at Appendix 1 to the report.
- 2.2 The Employment Committee supports the agreement by Group Leaders that all Councillors should attend as many of the training sessions as possible to bring their knowledge and experiences to the training as well as to set an example of good practice and the one Council approach to new Councillors.

## **3. REASONS FOR THE RECOMMENDATION**

- 3.1 The Committee has previously taken responsibility for signing off this induction plan on behalf of the Council
- 3.2 The endorsement of this Committee of the approach agreed by Group Leaders would be welcomed to show a commitment towards training and development for all members of the Council as well as officers.

## **4. ALTERNATIVE OPTION CONSIDERED**

- 4.1 No alternatives were considered.

## **5. BUDGETARY FRAMEWORK**

- 5.1 The Members Development budget for 2011/12 is £13,900 which would be used to fund the induction programme.

## **6. POLICY FRAMEWORK**

- 6.1 The approach taken by this program is designed to enhance Councillors understanding and knowledge to enable them to work effectively as quickly possible in delivering the Council's objective of making Warwick District a great place to live work and visit.

## **7. BACKGROUND**

- 7.1 The training programme is designed to bring all Councillors to a common understanding of their responsibilities and the challenges they face as quickly as possible. The idea is then to build on these skills throughout the four years of the Council with more detailed and specific training.
- 7.2 The approach taken by Group Leaders on the advice of the Corporate Management Team was felt to be more appropriate than to follow the approach of some authorities where training has become compulsory and linked to the members' allowance scheme of the authority. In addition this approach endorses the agreement of the Council to work as one Council and learn together.



**DRAFT  
MEMBERS INDUCTION /  
DEVELOPMENT PROGRAMME & MEETING DIARY  
2011**

**APPENDIX 1**

**Committee Services will be available at the town hall from 5.30pm before the events on 9 May, 10 May and 16 May to assist Councillors with their Declarations of Financial & Other Interests. Guidance on these will be issued to all Councillors as part of the induction pack.**

For all events starting at 6.00pm a buffet and drinks will be available from 5.30pm at the Town Hall. All Councillors should be attending the sessions on 9 May, 10 May and 16 May. For all other training events please email [committee@warwickdc.gov.uk](mailto:committee@warwickdc.gov.uk) or call 01926 456114 so that we can ensure the room requirements are met and sufficient refreshments are provided.

<b>What</b>	<b>When</b> <i>(All sessions are at the Town Hall unless stated)</i>	<b>Who Should attend</b>
<b>Welcome Reception</b> <ul style="list-style-type: none"> <li>✓ Welcome by the Chairman of the Council</li> <li>✓ Presentation by the Chief Executive and Deputies on how the Council works, challenges it faces and dealing with those challenges</li> <li>✓ Introduction to council services by Heads of Service</li> <li>✓ Buffet and chatting!</li> <li>✓ Display of the ICT equipment available for councillors</li> </ul>	9 May - 6.00pm till 8.00pm	All District Councillors
<b>How to be an Effective Councillor</b> <ul style="list-style-type: none"> <li>✓ Understanding the role of the Councillor</li> <li>✓ Understanding the role of Officers</li> <li>✓ Member/Officer Protocol</li> <li>✓ Full Council, the Executive, Committees &amp; Portfolio Holders</li> <li>✓ The role of the Ward Councillor</li> </ul>	10 May - 6.00pm till 8.00pm	All District Councillors
<b>Planning Committee</b> Essential training for members of the Committee before the first meeting.  As well as discussion on the programme of development for planning committee members and substitutes over the rest of the year	11 May - 6.00pm till 8.00pm	Essential for Planning Committee members and named substitutes but useful for all Councillors
<b>The Executive &amp; Portfolio Holders Overview of the function, remit and responsibility of the Executive and Portfolio Holders</b>	13 May - All Day Executive/CMT Morning Executive/SMT Afternoon	Members of the Executive (Only)

<b>Procedure Rules &amp; Codes of Conduct, Member/Officer Protocol</b> <ul style="list-style-type: none"> <li>✓ Essential information for all councillors</li> <li>✓ Including casting votes for Chairmen</li> <li>✓ Practicalities of attending your first meeting (Including Council)</li> <li>✓ Declarations of Interest</li> <li>✓ Future of Standards Committee – to provide the context for future change but currently business as usual</li> </ul>	16 May - 6.00pm till 8.00pm	All District Councillors
<b>Annual Council meeting</b>	18 May - 6.30pm	All District Councillors
<b>Warwick District Towns Conservation Area Advisory Forum - Meeting of the Forum</b>	19 May - 6.00pm	Members of the Forum
<b>Warwick Rural East Community Forum</b>	19 May – 7.30pm Offchurch Village Hall	Members of the Forum
<b>Planning Committee Site Visits</b>	21 May - 9.00am	Members of the Planning Committee
<b>Tour of the District</b> <i>A tour highlighting practical examples of some of the key challenges ahead for the Council within the District</i>	23 May - time tbc	All District Councillors
<b>Planning Committee – Meeting of the Committee</b>	24 May - 6.00pm	Planning Committee members only
<b>Reserve Planning Committee - Meeting of the Committee</b>	25 May - 6.00pm	Planning Committee members only
<b>Warwick Rural West – Community Forum</b>	26 May – 7.30pm Bishop’s Tachbrook Sports Hall	Members of the Forum
<b>Bank Holiday - Office Closed</b>	30 May – All day	
<b>Licensing Committee</b> <i>Meeting of the Committee including an overview of the Committee role in relationship to the Gambling Act and Licensing Act (Essential training for members of the Committee but all welcome)</i>	31 May – 2.00pm till 4.00pm (Start time chosen to reflect Licensing Panel Start times)	Essential for Licensing Committee members but useful for all Councillors
<b>Tour of the District</b> <i>A tour outlining the challenges ahead for the Council within the District</i>	31 May – time tbc	All District Councillors (Pre booking required)

<b>Planning Committee</b> A full day to understand determining planning decisions and the planning process.	Tuesday - 1 June 9.00am till 5.00pm	Essential for Planning Committee members and named substitutes but useful for all Councillors
<b>Standards Committee</b> Meeting of the Committee including an overview of the function, remit and responsibility of the Committee prior to the first meeting	1 June - 6.00pm	Essential for Standards Committee members and named substitutes but useful for all Councillors
<b>Licensing Committee</b> Overview of the Committee role in relationship to the Gambling Act and Licensing Act (Essential training for members of the Committee but all welcome)	2 June - 10.00am till 12noon (Start time chosen to reflect Licensing Panel Start times)	Essential for the Committee members but useful for all Councillors
<b>Members/Trades Unions Joint Consultation &amp; Safety Panel - Meeting</b>	2 June 4.30pm	Members of the Forum
<b>Licensing Panel - Meeting</b>	3 June - 10.00am	Member of the Panel only
<b>Fit for the Future</b> A briefing on the all encompassing plan for the future of the Council	6 June - 6.00pm followed by Group meetings at 7.00pm	All District Councillors
<b>Group meetings</b>	6 June - 7.00pm	All District Councillors
<b>Kenilworth Community Forum</b>	6 June - 7.00pm – Kenilworth School	All members of the forum
<b>Overview &amp; Scrutiny Committee</b> Meeting of the Committee – including an overview of the function, remit and responsibility of the Committee prior to the start of meeting	7 June- 6.00pm	Members of the Committee
<b>Finance &amp; Audit Scrutiny Committee</b> Meeting of the Committee – including an overview of the function, remit and responsibility of the Committee prior to the start of meeting	7 June - 6.00pm	Members of the Committee
<b>Executive – Meeting of the Executive</b>	8 June - 6.00pm	Members of the Executive + Executive Observers and Scrutiny Chairs
<b>Warwick District Towns Conservation Area Advisory</b>	9 June - 6.00pm	Members of the Forum

<b>Forum – Meeting of the Forum</b>		
<b>North Leamington Community Forum</b>	9 June – 6.00pm – Venue tbc	All members of the forum
<b>Planning Committee Site Visits</b>	11 June - 9.00am	Members of the Planning Committee
<b>Licensing Panel</b>	13 June – 10.00am	Members of the Panel
<b>Regulatory Committee</b> Meeting of the Committee including an overview of the function of the Committee and detailed explanation of Taxi Licensing	14 June - 2.30pm	Essential for the Committee members but useful for all Councillors
<b>Planning Committee – Meeting of the Committee</b>	14 June - 6.00pm	Members of the Committee
<b>Planning Committee (Reserve night) – Meeting of the Committee</b>	15 June - 6.00pm	Members of the Committee
<b>Employment Committee – Meeting of the Committee</b>	16 June - 4.30pm	Members of the Committee
<b>Warwick Community Forum</b>	16 June – 6.00pm – venue tbc	
<b>Local Government Finance</b> <ul style="list-style-type: none"> <li>∇ Introduction to how finance works</li> <li>∇ Councillors’ role in budget management</li> </ul>	20 June - 6.00pm to 8.00pm	All Warwick District Councillors
<b>Code of Conduct briefing &amp; implications of the localism bill on the code</b>	23 June 2010 – 6.00pm	All Warwick District Councillors, plus Parish & Town Councillors and Clerks as well
<b>Regulatory Committee</b> Meeting of the Committee plus guidance on Street Trading applications	27 June - 2.30pm	Essential for the Committee members but useful for all Councillors
<b>Community Forums - An Overview</b>	27 June for 45 Minutes before Group meetings	All Warwick District Councillors
<b>Licensing Panel – meeting</b>	28 June - 2.00pm	Members of the Panel
<b>Finance &amp; Audit Scrutiny Committee- Meeting of the Committee</b>	28 June - 6.00pm	Members of the Committee
<b>Council</b>	29 June - 6.00pm	All Warwick District Councillors
<b>Warwick District Towns Conservation Area Advisory Forum</b>	30 June - 6.00pm	Members of the Forum

### Further Training Dates

<b>Regulatory Committee &amp; Licensing Committee</b> - <i>An overview of their roles, responsibilities and considerations when taking decisions</i>	4 July – 6.00pm	All Warwick District Councillors
<b>Standards Committee</b> <i>Second meeting of Committee including training on the Local Standards Framework</i>	20 July - 6.00pm	<i>Essential for the Committee members but useful for all Councillors</i>
<b>The Housing Service of the Council &amp; Home Choice</b>	August 2011 2 Hours	All Warwick District Councillors
<b>Scrutiny Work</b> <i>The roles and responsibility of Scrutiny and undertaking investigatory work</i>	1 August – 6.00pm	All Warwick District Councillors
<b>Health and safety for Councillors</b> Including a briefing on handling difficult and awkward people and computer usage	3 August - 6.00pm to 7.00pm	All Warwick District Councillors
<b>The responsibilities of the Council's Committees</b> - <i>A General Overview</i>	24 August 2011	All Warwick District Councillors
<b>Standards Committee</b> <i>Third meeting of the Committee including training on dispensation hearings</i>	21 September – 6.00pm	<i>Essential for the Committee members but useful for all Councillors</i>
<b>Handling the Media</b> – <i>A 2 hour briefing session on working with the media</i>	September/October 2011	All Warwick District Councillors
<b>Systems Thinking</b>	September/October 2011	All Warwick District Councillors
<b>The responsibilities for Councillors as an Employer</b>	November 2011	All Warwick District Councillors
<b>Data Protection Act, Freedom of Information Act Good Governance and the implications of these for Councillors</b>	December 2011	All Warwick District Councillors
<b>Chairing Committee meetings</b> <i>Good practice guide for Chairing meetings.</i>	Spring 2012	All Warwick District Councillors
<b>Grants – Rural &amp; Urban</b>	Spring 2012 - 2 Hours	All Warwick District Councillors
<b>Heritage Grants</b>	Spring 2012 – 2 hours	All Warwick District Councillors
<b>Questioning Skills</b>	Summer 2012	All Warwick District

		Councillors
<b>Local Government Ombudsman –</b> <i>Briefing on handling complaints</i>	Autumn 2012	All Warwick District Councillors
<b>Major Emergency Training</b>	Summer 2011	All Warwick District Councillors
<b>Housing Appeal Review Panels</b>	TBC	<i>Essential for the Panels members but useful for all Councillors</i>
<b>Undertaking development reviews</b> <ul style="list-style-type: none"> <li>√ A range of opportunities to prepare for taking part in the new member development reviews</li> <li>√ Specific sessions for those nominated as reviewers</li> </ul>	TBC	All Councillors
<b>Getting going with IT</b> <i>Getting access to email and confidential Committee papers</i>	<i>Individual tailored sessions during first few weeks. New Councillors will be treated as a priority and will be contacted by IT.</i>	All Warwick District Councillors
<b>IT Training – Continuing Courses to build on IT Skills</b>	Details to be confirmed but ideally 30 to 60 minute sessions late afternoon	All Warwick District Councillors
<b>Detailed Session on the Community Partnership team and the Community Forums</b> <i>Hands on workshop about the forums operation and the grants they provide</i>	TBC	All Warwick District Councillors
<b>Role of Parish &amp; Town Councils and how they Can support the District Council</b>	TBC	All Warwick District Councillors

Detailed sessions are available about all service areas for the Council and will be organised on request. Details of the Service Area Responsibilities will be sent out to Councillors in the next few days.

Regular training will also be provided on Planning Policy change

Evaluation will be conducted after each session and monitored by the Members Development Group.

A training needs analysis will be sent out in June with a return by July to allow events to be organised for September onwards.