

TO: EMPLOYMENT COMMITTEE – 24th JANUARY 2007

SUBJECT: INDUCTION PROGRAMME FOR NEW COUNCILLORS

FROM: MEMBER DEVELOPMENT WORKING GROUP

1. PURPOSE OF REPORT

1.1 To propose a programme for the induction of new members of the Council following the Elections in May 2007.

2. BACKGROUND

2.1 The Council has a good record of providing a comprehensive induction programme to new members and wants to ensure that this is continued in 2007.

2.2 The Member Development Working Group has considered the feedback and evaluation from the last induction and also drawn on its own experience as three members of the group were newly elected in May 2003.

2.3 This proposal is a result of their work and looks to provide a varied induction programme that covers the essentials for new members without providing an overwhelming amount of information in the first few months.

3. FEEDBACK CONSIDERED FROM 2003

3.1 Although most new members found the induction programme valuable there was a feeling that there was too much information provided in a similar way, particularly PowerPoint presentations with little time for discussion.

3.2 A tour round the offices and the opportunity to meet informally with senior managers was proposed as part of the feedback. Another desire was to have a printed directory of key contacts as new members didn't know who they needed to contact and therefore found the electronic directory difficult because they didn't know who or where to search.

4.0 PROPOSALS FOR 2007

4.1 The attached timetable is proposed as the initial induction following the elections. The approach will be a mixture of some formal presentation sessions and some informal opportunities to meet people and hold discussions. During the period May to June there will be the opportunity for councilors to identify their development needs and complete a personal development plan.

4.2 The full development programme for September onwards will be organised to meet individual needs as well as priorities which will be driven by the new Corporate Strategy and other organisational needs.

- 4.3 It is intended that the main information as presented in this report will be sent to all potential councillors with their nomination papers, this will ensure an early awareness of the need to be available if they are elected.
- 4.4 Councillors who are elected will be provided with a more detailed programme explaining the content of the sessions and giving full details of the times and venues.

5.0. POLICY AND BUDGET FRAMEWORK

- 5.1 The provision of training and development for Elected Members sits within the overall Council policy of being an Investor in People employer.

6.0 RECOMMENDATIONS

- 6.1 The Committee considers the proposals for the Induction Programme and approves or changes as required.

Karen Pearce
Assistant Chief Executive (Personnel)
Robert Inman
Assistant Chief Executive (Members' Services)
on behalf of Members Development Group

BACKGROUND PAPERS

Employment Committee September 21st 2004

Areas in District Affected: None

Key Decision: No

For further information about this report please contact:

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DRAFT INDUCTION PROGRAMME 2007

Welcome Reception

Monday 14th May (eve)

- ❖ Welcome by chair of council
- ❖ Presentation by Chief Executive
- ❖ Introduction by Strategic Directors
- ❖ Buffet and chance to meet Heads of Service
- ❖ Display by ICT of the equipment available for councillors

Declarations of Interest and Code of Conduct

Monday 21st May (eve)

- ❖ Essential information for all councillors
- ❖ Also covers the practicalities of attending your first meeting
- ❖ Possibly include Freedom of information and data protection

Planning Committee

Wednesday 23rd May(day)

- ❖ Essential training for members of the Planning Committee before the first meeting
- ❖ Introduction to the programme of planning development over the rest of the year.

Licensing Committee

Thursday 24th May (eve)

- ❖ Essential training for members of the Licensing Committee

How the Council Works

Tuesday 29th May (day)

- ❖ A two hour seminar followed by a tour of Riverside House and lunch
- ❖ Afternoon - IT training

How to be an Effective Councillor

Thursday 31st May (eve)

- ❖ Understanding the role of the councillor
- ❖ Understanding the role of the Executive
- ❖ Working with Committees
- ❖ The role of the Ward Councillor
- ❖ Health and safety for Councillors

Tour of the District

Friday 22nd June (afternoon)

- ❖ Similar to CPA tour showing the full range of investments in the District
- ❖ Facilities owned and run by the Council

Local Government Finance

Tuesday 3rd July

- ❖ Introduction to how finance works
- ❖ Councillors role in performance management

Evaluation to be conducted after each session and then as a final review in July
Training needs analysis to be sent out in June with return by July to allow events to be organised for September onwards