



**GREAT YARMOUTH**  
BOROUGH COUNCIL

# Ward Councillors Working Group

**Date:** Wednesday, 29 January 2014  
**Time:** 18:00  
**Venue:** Supper Room  
**Address:** Town Hall, Hall Plain, Great Yarmouth, NR30 2QF

## AGENDA

- |          |   |               |
|----------|---|---------------|
| <b>1</b> | <b>MINUTES</b><br>To confirm the minutes of the meeting held on 10 December 2013. | <b>3 - 6</b>  |
| <b>2</b> | <b>MEMBERS INDUCTION</b><br>To consider the attached report.                      | <b>7 - 10</b> |



# Ward Councillors Working Group

## Minutes

Tuesday, 10 December 2013 at 18:00

**Attendees:**

Mrs Mary Coleman (Member), Mrs Sue Hacon (Member), Mr Michael Castle (Member), Mrs Marlene Fairhead (Member), Mr Jamie Smith (Member)

**Apologies for Absence:**

Mr Graham Plant (Member), Mr Trevor Wainwright (Member)

**Absent:**

No Members Absent

Also in attendance at the above meeting were:

Linda Mockford (Governance Group Manager), Rob Gregory (Neighbourhood and Communities Group Manager), Robin Hodds (Cabinet Secretary) and Karline Smith (Senior Member Services Officer).

### **Minutes**

The minutes of the meeting held on 10 October 2013 were confirmed.

The Cabinet Secretary reported that the Councillors Compact had been agreed by the Scrutiny Committee along with the Mentoring System and these would both be presented to Cabinet for endorsement.

### **Members Handbook**

The Chairman asked if all members had looked at the handbook and asked for comments.

A correction was noted on page 20 which should say £15 per household.

The Governance Group Manager stated that a new map needed to be included.

Councillor Castle asked how many Councillors were using their I-Pads. The Cabinet Secretary stated that there were four Councillors that do not have I-Pads and have asked for hard copies of the agendas. The Governance Group Manager stated that it would be easier for Councillors to access their e-mails now on the I-Pads.

It was reported that a spreadsheet of postage savings was being compiled which would be presented to Cabinet in the future.

**RESOLVED:**

That the Ward Councillors Working Group agree to the Members Handbook which would be presented to Scrutiny Committee in January 2014 for approval.

### **Councillors Induction**

The Cabinet Secretary stated that currently he would meet new Councillors to show them around and he then arranges an induction evening where Heads of Departments explain their roles.

Councillor M Coleman stated that a visit with the Cabinet Secretary was more beneficial than the induction evening with the Directors as it was felt that this was too overwhelming and would have preferred to have had a settling in period before having this.

The Neighbourhood and Communities Group Manager stated that he would carry out some mapping work of services and projects being carried out in the new Councillors ward.

It was pointed out that Member Services officers could explain the Committee System to the Councillors. It was agreed that a tour by the Cabinet Secretary was a good idea and that they would like a map of where staff are located in the buildings.

**RESOLVED:**

That a report on Councillors Induction be presented at the Ward Councillors Working Group meeting in January 2014 and then be presented to Scrutiny in February 2014.

### **Youth Engagement in Local Democracy**

The Neighbourhood and Communities Group Manager spoke of the Youth Mayor in London and the Young Commissioners Programme in Devon. He then explained to the Working Party that there were Seven Youth Advisory Boards across Norfolk and that Members could engage with youths in their areas via the youth action groups.

The Cabinet in Schools Programme had shown that there was a need for youths to understand what is going on in their areas.

Councillor Castle suggested co-opting young people onto committees. It was reported that some Parish Councils have tried to engage with young people.

It was suggested that the Youth Parliament could be given access to the Town Hall and that work could be carried out with school councils directly.

The meeting ended at: 18:50



Subject: Members Induction

Report to: Ward Members Working Party  
2014

Date: 29 January

Report by: Group Manager, Governance

**SUBJECT MATTER:**

This report is for information and gives information on the current Members Induction. A draft Members Induction programme is also attached for consideration.

## **1. Background**

- 1.1 The Working Party is reminded that this group had been formed to look at ways of developing the role of councillors. The group has already agreed a new members' handbook but felt that the current members' induction could be improved.
- 1.2 Members are reminded that the Cabinet Secretary currently meets new Councillors to brief them on their role, introduce them to officers and show them around the Council buildings. An induction evening is also held with the Heads of Departments/Services. Some of the group felt that the induction evening was too overwhelming for newly elected councillors.
- 1.3 A variety of information/training sessions are held throughout the year for new, re-elected and existing members and are normally held prior to Full Council meetings.
- 1.4 A review has been undertaken of what sessions have been held in the past and what other local authorities provide.
- 1.5 A draft Members Induction Programme has been produced for members' consideration. This has been designed to provide support to the training needs of members' following an election but could also be used for member development in general.

1.6 The draft Induction Programme is composed of two elements: the post election and administration period and a series of training and information sessions held over the months after the election.

1.7 It should be noted that there are costs associated with the delivery of member training but there is a budget allocated for this purpose. However, if different delivery platforms for training were adopted, this could have an impact costs.

## **2. Members Induction Programme**

2.1 Appendix 1 gives an example of a Member Induction Programme, for consideration.

2.2 The programme includes introductory training and administration processes which should be mandatory for all new councillors, immediately after the election. It also includes further training requirements which may be required for certain member audiences.

2.3 Some training is required by law (such as data protection, security of information and equalities) so is shown as mandatory. Some training such as planning and licensing is not a legal requirement but is considered best practice to be mandatory for committee members.



## Appendix 1

### Draft Member Induction/Training Programme

The following induction would be given to newly elected members during the first week after the election:

Theme	Subject	Member Audience	Type
Introductory	Welcome/Introduction to the Council	New	Mandatory
	Issue members with induction pack	New	Mandatory
	Collect appropriate personal details (to set up allowances). Take photograph and contact details for website	New	Mandatory
	Car park and security passes	New	Mandatory
	Issue IT equipment/provide training	New	Mandatory

The following member induction programme would take place over several weeks/months on an on-going basis, for newly elected and existing members:

Theme	Subject	Member audience	Type
ICT	Introduction/update Ipads	All	Optional
	Using emails	All	Optional
	Introduction/update CMIS	All	Optional
	Using CITRIX	All	Optional
	E-learning	All	Optional
General skills	Chairing skills	Chairs All	Mandatory Optional
	Community engagement	All	Optional
	Media training	Cabinet/Chairs	Mandatory
Legal	Planning	Committee members All	Mandatory Optional
	Licensing	Committee members All	Mandatory Optional
	Audit and Risk	Committee members All	Mandatory Optional
	FOI/Data Protection &	All	Mandatory

	Security		
	Standards	All	Mandatory
	Code of Conduct	All	Mandatory
	Declaration of interests and register of interests	All	Mandatory
	Equality and diversity	All	Mandatory
Corporate	Health and safety	All	Mandatory
	Full Council	All	Mandatory
	Overview and Scrutiny	All	Optional
	Finance	All	Optional
	Emergency Planning & Business Continuity	All	Optional