

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