

Report of the Interim Strategic Director

MEMBER INDUCTION – MAY 2019 ONWARDS1. Purpose of report

To ask the Committee to consider the arrangements for and content of a member induction programme to be offered following the elections on 2 May 2019.

2. Background

An induction day was held on a Saturday after the elections in 2015. This was well supported, with 22 members attending. The morning focussed generally on the Council, how it operates and what would be expected of members in their new role. The day concluded with a tour of the borough. Those members participating (about half of those attending the induction day) found the tour to be useful and informative.

Following on from this, a programme of events was offered including briefings on:

- data protection
- using social media
- budget setting and preparation
- treasury management
- safeguarding
- domestic violence
- emergency planning and councillors

A mock Council meeting was also held to go through the order of business at meetings and amendments in particular, and an evening offered on developing presentation skills.

In addition to specific sessions on more detailed subjects such as the Core Strategy, briefings were arranged before Council meetings and these tended to have higher attendances. Bite-size events enabled members to attend briefings on two topics on the same evening, each lasting between 45-60 minutes. Compulsory training for those members on the Planning and Licensing and Appeals Committees was given at the start of the first meeting of those committees.

A suggested programme for an induction day and on-going programme for 2019 is attached at the appendix. It is suggested that specific site visits be arranged as part of the on-going programme, such as to the HS2 and Chetwynd Barracks sites, rather than a full tour of the borough on induction day.

3. Financial implications

The cost of the induction day and on-going programme in 2015/16 was around £4,500. The cost of the proposals for 2019 (£5,000) can be contained within the existing training budgets.

Recommendation

That the Committee RESOLVES that the proposed induction programme for members following the elections in May 2019 be approved.

Background papers: Nil

APPENDIX

Suggested Programme
Induction Day – Saturday, 11 May 2019

Time	Programme
9.00am onwards	<ul style="list-style-type: none"> ❖ Photos (if not taken previously) ❖ Signing of declaration of acceptance of office ❖ Collection of ID badges ❖ Corporate DVD/departmental display boards available ❖ Coffee
10.00am	Welcome & introduction/outline of day – Chief Executive
10.05am	<ul style="list-style-type: none"> ❖ Now you're elected <p style="margin-left: 40px;">How the Council works: the role of councillors code of conduct register of interests, gifts and hospitality member/officer relationships members' allowances and pensions</p>
11.15am	<ul style="list-style-type: none"> ❖ Coffee/departmental display boards
11.30am	<ul style="list-style-type: none"> ❖ Arrangements for Annual Council Meeting ❖ CAT meetings ❖ Member training and development – forward programme ❖ ICT issues
12.15pm	<ul style="list-style-type: none"> ❖ Any questions? ❖ Lunch/departmental display boards

Induction Programme

- Dates to be arranged for the following briefings before meetings of Council or as bite-size evenings:
 - HS2 development and site visit
 - development of Chetwynd Barracks site and site visit
 - visit to L Leisure centres and D H Lawrence Museum
 - housing services
 - data protection
 - using social media
 - Council finances, financial plan, commercialisation and budget setting
 - treasury management
 - safeguarding
 - domestic violence
 - mental health
 - dementia awareness
 - emergency planning and councillors
- Training to be held before the start of the first meeting following Annual Council on:
 - Planning
 - Licensing and Appeals

All members of the Planning and Licensing and Appeals Committees must undertake training before they attend their first meeting of those committees.