

Report of	Meeting	Date
Director of Policy and Governance	Governance Committee	20 November 2019

MEMBER INDUCTION PLANS FOR MAY 2020

PURPOSE OF REPORT

- To update Governance Committee on the plans for Member Induction following the all-out elections in May 2020.

RECOMMENDATION(S)

- To note the report.

EXECUTIVE SUMMARY OF REPORT

- At the meeting in June this Committee noted risk 14 on the Strategic Risk Register “Failure to build and maintain strong relationships of trust and confidence between officers and each party to promote good and open relationships between political parties”. The all-out elections in May 2020 have the potential for a high percentage of new Councillors, therefore the Committee requested this report to set out plans to mitigate this risk, which is also highlighted in the Council’s Annual Governance Statement.

Confidential report Please bold as appropriate	Yes	No
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CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy homes and communities		An ambitious council that does more to meet the needs of residents and the local area	✓

BACKGROUND

- As a result of the Boundary Review there are all out elections in May 2020 and the number of Councillors will reduce from 47 to 42. A number of Councillors have indicated that they will be standing down and so we are expecting a higher than usual number of new Members.

MEMBER DEVELOPMENT

- The Council has a strong history of Member Development. The Member Support Working Group (a cross party working group) oversees the Member Development Programme and this includes the Induction for new Councillors. The Group receives feedback from

Councillors who were elected the previous May in December and takes the feedback forward in planning the next Induction at their meeting in February.

7. A formal Induction for Councillors has been in place since 2007 as part of the North West Employers Charter for Member Development. The Council also achieved Charter Two in *2010. The Council was successful in renewing Charter One in 2018. Officers and Members attend the North West Employer Councillor Development network which shares best practice and innovative ideas.
8. The Charter requires a clear commitment to Councillor development and the need for an effective Induction. Usually the Council has elections by thirds so New Member Induction takes place three out of four years with normally around four to six new Councillors elected. The induction process is reviewed each time by the Member Support Working Group and refreshed according to new Councillor feedback.
9. Induction Day always includes reference to the organisation's expectation that new Members will undertake member development as part of their role and information about the opportunities the Council will provide to do that. It also includes advice about Member support from Democratic Services officers; IT support and training for iPads; and use of My Account to report ward/service problems.
10. The Induction also includes information on the new Councillor PDP process which starts around six months after election and is a one-to-one session to review their training needs after a short period in the role. At the end of the Induction Day new Councillors are given a pro forma to indicate those areas where they would like a one-to-one briefing with the relevant officer - for example a ward walk with a neighbourhood officer or the opportunity to shadow a member of staff in the Council's Contact Centre to understand those issues raised most by the public.

MEMBER LEARNING PROGRAMME

11. Member development programmes need to have a degree of flexibility. Generally, whilst we plan ahead, sessions are not published too far in advance. This is because the programme needs to respond to the changing organisation, new policies and national and local initiatives.
12. There are eight scheduled Member Learning Sessions in the published calendar of meetings to provide advanced notice of development opportunities, although there are a significant number of additional events programmed throughout the year. There are a range of sessions, including skills based and knowledge based.

PRIOR TO ELECTION

13. A pre-election pack is distributed to all candidates and includes:
 - relevant electoral legislation
 - information about Committees
 - the timetable of meetings
 - the management structure of the Council
 - a map of the wards
 - the Code of Conduct for Elected Members
 - information about training and development opportunities, including Induction

PLANS FOR INDUCTION IN MAY 2020

14. A report has been prepared for Senior Management Team setting out the plans for comment and buy in.

15. Traditionally we have organised an Induction Day and the plan is to retain this, but just the morning session.

9.30am start	Welcome to Chorley Council An overview of the organisational structure of the Council and the work of the four directorates, Gary Hall (Chief Executive)
10am	Democratic Services Support for Councillors Ruth Rimmington, Democratic and Member Services Team Leader
10.30am	Preparation for the Annual Meeting To see the Council Chamber, how it is set up and run through the procedure for the meeting.
11am	Tour of the Town Hall and Union Street Offices
12 noon	Lunch with the Corporate Leadership Team

16. All newly elected Councillors will be allocated a Democratic Services buddy as a contact point for any queries.
17. Appointments will be made with each new Councillor to complete the necessary administration (including the completion of their Register of Interest) and also to receive their iPad (and training if required).

INDUCTION HANDBOOK

18. All Members can access the Induction handbook via their iPad. The handbook includes sections on strategic information about the Council, practical information and guidance for new Councillors, Information, Communication Technology and support and finally, training and development opportunities.
19. The handbook is a resource to dip in and out of as needed and is available to all Councillors. It includes a copy of the Code of Conduct for Elected Members, the Member Officer Protocol, Personal Safety Guidance for Councillors, a guide to procurement and the social media policy.

MEET THE TEAM

20. A new session will be held to meet key officers that newly elected Councillors may come into contact with. The session will be held one evening. It is suggested that this session be open to all members (both newly elected and existing councillors) as some existing Members may find it useful as a refresher.

TOUR

21. Given the number of developments the Council has been involved in over the last few years it has been agreed that a tour be offered. This will be open to all Members (not just newly elected) as not all existing Councillors may have visited these facilities and it starts to ensure the established and new members build relationships.

VIDEO INTRODUCTIONS

22. A new feature is that each member of the Corporate Leadership Team (CLT) will do a short video, introducing themselves and outlining the services within their remit. This is to vary the

delivery of sessions and should reduce the burden on CLT in having to outline services within their remit. This could be made available to new staff as part of their induction as well.

MANDATORY TRAINING

23. Certain training sessions are mandatory, e.g. for Governance Committee, Planning Committee and Licensing Sub-Committees. This is to ensure that Members are able to make robust decisions. Training on the Code of Conduct will also be provided early in the municipal year.

ELEARNING

24. To vary the offer of training delivery we already use the Councils eLearning software, Emerge to deliver four mandatory courses: Safeguarding and Child Protection, Safeguarding for Non Adult Service Workers, Prevent and GDPR.
25. We have also started to utilise LGA and Centre for Public Scrutiny workbooks on topics such as Member and officer relationships, stress management and personal resilience, influencing skills, Local government finance, questioning skills etc.

THE MAYOR

26. Each new Mayor is given support from the Mayor's Secretary and the Civics team. A handbook is produced with guidance.
27. To assist with chairing Council meetings and public speaking required by the role, training is offered by an external provider at the beginning of the Mayoral Year.

TECHNOLOGY

28. Each Member will be issued with a new iPad and offered a 121-training session by appointment with ICT and Democratic Services. It is vital that Members are able to utilise their iPads, or if not able are given an alternative solution, as iPads are used to send meeting requests, details of training sessions, briefing notes. It is also used to facilitate paper lite meetings.
29. iPad clinics are held prior to each Council meeting and, if needed, additional iPad clinics can be arranged.

OTHER TRAINING TO BE OFFERED BY SEPTEMBER

30. The proposed sessions to be completed by September are:
- Overview and Scrutiny (prior to the first meeting)
 - Common Housing issues
 - Common Planning issues
 - Common Ward issues
 - World Café (specifically for newly elected Members)
 - Chairing skills
 - Personal Resilience and Emotional Wellbeing
 - Dealing with the Media (including social media)

IMPLICATIONS OF REPORT

31. This report has implications in the following areas and the relevant Directors' comments are included:

Finance	✓	Customer Services	
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Human Resources	✓	Equality and Diversity	
Legal	✓	Integrated Impact Assessment required?	
No significant implications in this area		Policy and Communications	

32. As part of the Strategic Risk Register and the Annual Governance Statement the potential for a high number of new Councillors has been identified. This impacts on relationships with officers at all levels and inexperienced Members making decisions where robust decisions are essential.

COMMENTS OF THE STATUTORY FINANCE OFFICER

33. The annual budget for the Member Development Programme is £3,000 the training outlined in this report will be met from within this budget.

COMMENTS OF THE MONITORING OFFICER

34. No comments.

COMMENTS OF THE OD AND TRANSFORMATION MANAGER

35. Suggestion to include speed networking with members and SLT to build relationships and provide SLT with an advanced political awareness course addressing any key changes.

CHRIS SINNOTT
DIRECTOR OF POLICY AND GOVERNANCE

Report Author	Ext	Date
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