

**North East Derbyshire District Council**

**Special Cabinet**

**2 February 2015**

<b>Member Induction Arrangements: Proposals for May 2015</b>
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**Report No NB/05/14/FP of Councillor N Barker, Portfolio Holder with Responsibility for Human Resources, Training and Member Development**

This report is public

**Purpose of the Report**

- To advise Cabinet of the recommendations of the Member Development Working Group in respect of Member Induction Arrangements following the elections to the District Council in May 2015.

**1 Report Details**

- 1.1 The Member Development Working Group at its meetings in February, May and October 2014 considered information on proposals for Member Induction following the elections to the District Council in May 2015.
- 1.2 The Working Group at its meeting on 27 October 2014 considered a report of the Assistant Director and Monitoring Officer, copy attached as **Appendix 1**. The Working Group resolved as follows:-
  - (1) That an updated version of the Becoming a Councillor Guide be prepared and made available on the Council's website and in hard copy format for Members and be available for inclusion in the candidates pack for all persons standing in the May 2015 District Council elections, subject to the Working Group having sight of the draft finalised version prior to the publication of the document.
  - (2) That the induction pack be prepared for circulation to all Members following the District Council's elections in May 2015 and that it be made available electronically and in hard copy form and that a copy of the induction itinerary be included in the candidates pack for the May 2015 elections.
  - (3) That the arrangements for the Members Induction sessions to be held on Monday, 11 May, Wednesday, 13 May and Wednesday, 20 May 2015 be supported and the contents of the sessions be as follows:-

### **Session One (attendance is necessary for all Councillors)**

Monday 11 May 2015 from 5.30pm (to start with a buffet)

To cover:

- Signing of acceptance of office
- Photographs
- Completion of forms (listed on page 3)
- Introduction from the Chief Executive and Executive Directors

### **Session Two (attendance is recommended for all Councillors)**

Wednesday 13 May 2015 at 5.30pm (to start with a buffet)

To cover:

- Roles and Responsibilities of Council, Councillors and Officers, Assistant Director Governance and Monitoring Officer and Governance Team
- Planning (Assistant Director – Planning and Environmental Health)
- Licensing (Licensing Coordinator)
- Freedom of Information and Data Protection (Assistant Director – Customer Service and Improvement)

The four items will give an introduction into each subject and, as such, will be no longer than 25 minutes with a 20 minute break in between the second and third sessions.

### **Session Three (attendance is recommended for all Councillors)**

Wednesday 20 May 2015 at 5.30pm (to start with a buffet)

To cover:

- Local Government Finance (Executive Director - Operations)
- Corporate Plan and the Growth and Transformation Agenda (Chief Executive, Executive Director – Transformation and Assistant Director – Customer Service)
- Handling the Media and Social Media (Communications Manager)
- What Kind of People are Councillors? (Governance Team, given at the request of the Member Development Working Group)

The Councils' Members' IT and Training Officer will hold a drop in event for Members an hour before sessions two and three on use of I-Pads.

The four items will give an introduction into each subject and, as such, will be no longer than 25 minutes with a 20 minute break in between the second third sessions.

- (4) That the above recommendations be reported to Cabinet for its consideration and approval.

### Member Involvement Half Days and Committee Specific Training

- 1.3 Proposals for the content of the Member Involvement Half Days and Committee specific training events will be discussed with the Member Development Working Group and the Strategic Alliance Management Team to ensure that the items considered support the priorities identified in the Council's Corporate Plan 2015-2019 and to ensure that Members have the skills, knowledge and experience relevant to their role.

The content of the above sessions will also be based largely on the information provided by Members in their Personal Development Plan Interviews. The findings of the Member Personal Development Plans will inform the content of the Member Training Programme, which will be considered by both the Working Group and then Cabinet. This seeks to ensure that Member Development continues to be a member led process.

## **2 Conclusions and Reasons for Recommendations**

- 2.1 It is important that the Council has an agreed set of arrangements for Member Induction in May 2015 which are practical and which support Member participation. The proposals have been considered and recommended by the Member Development Working Group and will enable a structured process to support Induction to be implemented.

## **3 Alternative Options and Reasons for Rejection**

- 3.1 There were no alternative options considered and rejected

## **4 Financial Implications**

- 4.1 It is intended to purchase a hard copy of the Local Government Association (LGA) "Becoming a Councillor Guide". This cost will be covered by the Member Development 2015/2016 budget. The only other costs relate to officer time in preparing and delivering the Induction material.

## **5 Legal Implications including Data Protection**

- 5.1 There are no legal or Data Protection implications arising directly from the content of this report.

## **6 Human Resources Implications**

- 6.1 There are no Human Resource implications arising directly from the content of the report. The Council works to provide all its training/induction arrangements for Members on the basis of equality of opportunity.

## **7 Recommendations**

- 7.1 Cabinet is requested to approve the following:-

- (1) That an updated version of the Becoming a Councillor Guide be prepared and made available on the Council's website and in hard copy format for Members and be available for inclusion in the candidates pack for all persons standing in the May 2015 District Council elections, subject to the Member Development Working Group having sight of the draft finalised version prior to the publication of the document.
- (2) That the induction pack be prepared for circulation to all Members following the District Council's elections in May 2015 and that it be made available electronically and in hard copy form and that a copy of the induction itinerary be included in the candidates pack for the May 2015 elections.
- (3) That the arrangements for the Members Induction sessions to be held on Monday, 11 May, Wednesday, 13 May and Wednesday, 20 May 2015 be supported and the contents of the sessions be as follows:-

### **Session One (attendance is necessary for all Councillors)**

Monday 11 May 2015 from 5.30pm at the District Council Offices, Saltergate, Chesterfield, (to start with a buffet)

To cover:

- Signing of acceptance of office
- Photographs
- Completion of forms (listed on page 3)
- Introduction from the Chief Executive and Executive Directors

### **Session Two (attendance is recommended for all Councillors)**

Wednesday 13 May 2015 at 5.30pm at the District Council Offices, Saltergate, Chesterfield, (to start with a buffet)

To cover:

- Roles and Responsibilities of Council, Councillors and Officers, Assistant Director Governance and Monitoring Officer and Governance Team
- Planning (Assistant Director – Planning and Environmental Health)
- Licensing (Licensing Coordinator)
- Freedom of Information and Data Protection (Assistant Director – Customer Service and Improvement)

The four items will give an introduction into each subject and, as such, will be no longer than 25 minutes with a 20 minute break in between the second and third sessions.

### **Session Three (attendance is recommended for all Councillors)**

Wednesday 20 May 2015 at 5.30pm at the District Council Offices, Saltergate, Chesterfield, (to start with a buffet)

To cover:

- Local Government Finance (Executive Director - Operations)
- Corporate Plan and the Growth and Transformation Agenda (Chief Executive, Executive Director – Transformation and Assistant Director – Customer Service)
- Handling the Media and Social Media (Communications Manager)
- What Kind of People are Councillors? (Governance Team, given at the request of the Member Development Working Group)

- (4) That the Council's Members' IT and Training Officer hold a drop in event for Members an hour before the second and third Member Induction sessions on the use of I-Pads.

## **8 Decision Information**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
<b>District Wards Affected</b>	All Wards
<b>Links to Corporate Plan priorities or Policy Framework</b>	High Performing Council

## **9 Document Information**

<b>Appendix No</b>	<b>Title</b>
1	Member Induction Arrangements: Proposals for May 2015, Report to Member Development Working Group on 27 October 2014
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
None	
<b>Report Author</b>	
Frazer Powell Senior Governance Officer	
<b>Contact Number</b>	
(01246) 217045	

# **Appendix 1**

## **North East Derbyshire District Council**

### **Member Development Working Group**

**27 October 2014**

#### **Member Induction Arrangements: Proposals for May 2015**

### **Purpose of the Report**

- To advise the Working Group of updated proposals on Member Induction arrangements following the May 2015 District Council elections.

### **1 Report Details**

1.1 The Working Group, having considered reports on Member Induction Arrangements: Proposals for May 2015 at its meetings on 19 February and 14 May 2014, resolved as follows:-

(1) That the Working Group supports in principle the following dates and times proposed for the Member Induction arrangements in May 2015:-

- Monday, 11 May 2015 – 5.30 pm to 7.30 pm – Council Chamber
- Wednesday, 13 May 2015 – 5.30 pm to 7.30 pm – Council Chamber
- Wednesday, 20 May 2015 – 5.30 pm to 7.30 pm – Council Chamber

(2) Supports in principle that the following topics be included on the above three induction events:-

#### **Monday, 11 May 2015**

- Welcome by the Chief Executive.
- Declaration of acceptance of Office, Payment and Pension Forms, car parking passes and photographs.
- Introduction to the Strategic Alliance Management Team, Heads of Service and Governance Team.
- What kind of people are Councillors? Presentation by the Governance Team.

#### **Wednesday, 13 May 2015**

- The roles and responsibilities of Members and Officers – Governance Team.
- The Council's Planning Function – Planning Manager.
- Licensing – Licensing Co-ordinator.

Wednesday, 20 May 2015

- Members Use of Information Technology – Members ICT and Training Officer.
- Local Government Finance – Executive Director - Operations.
- Practicalities of being a Councillor – Assistant Director – Human Resources.

(3) That an updated report on Member Induction arrangements; May 2015 be submitted to the next meeting of the Working Group for Members further detailed consideration.

1.2 Following further consideration of the draft proposals by Officers a report was submitted to the Strategic Alliance Management Team at its meeting on 18 October 2014. A revised copy of that report incorporating the recommendations from that meeting is attached as **Appendix A**.

1.3 In preparing the draft programme regard has been had to the evaluation undertaken in July 2011 following the previous Induction Programme and a number of key principles, these being :-

- That the planning and devising of the programme should be Member-led;
- That the Programme should be interactive and practical;
- That the Programme should provide practical and useful information without being overwhelming;
- That the Programme should provide an opportunity for Members to share their knowledge and experiences with colleagues, particularly newly elected Members;
- There should be some element of scrutiny skills training.

1.4 Work before the Election

The Council proposes to issue a revised copy of the Becoming a Councillor Guide via the website. Hard copies will also be made available for pre-election briefings involving the Returning Officer and candidates to the District Council. It is also proposed to prepare an Induction Pack which will be made available to all Members elected in May 2015.

It is proposed that the Pack will contain the following:-

- Welcome letter from the Chief Executive;
- Manager and officer contacts list with explanation of how to use the Contacts Database on the I-Pad;
- LGA's Being a Councillor Guide;

- Details of how to access the Council's Constitution online (side of A4);
- Details of Members' Allowances (side of A4);
- Rights and responsibilities under FOI, DPA and Access to Information (side of A4);
- Guidance on Member use of I-Pads (side of A4);
- Senior Management Structure;
- Letter from Local Government Ombudsman;
- Timetable of Meetings 2015/2016;
- Separate envelope containing a number of forms which should be completed at the first induction session on 11 May 2015:
  - New starter form;
  - Payment form;
  - Register of interest form;
  - ID pass form;
  - Car insurance form;
  - Fair processing notice for details to be used by the Council.

### Induction Sessions

The three Induction sessions that the Working Group has already supported are intended to be "light touch" and provide a general introduction to the work of the Council and the roles of Members and Officers and to enable Members to familiarise themselves with key contacts and processes. They are not intended to be a detailed overview of legislative provisions which maybe overwhelming and will be covered in later Member Involvement Half Days or Committee specific training. The intention is to provide a positive introduction to the work of the new Council in May 2015 and foster participation in future Member events.

<b>Session One (attendance is necessary for all Councillors)</b>
Monday 11 May 2015 from 5.30pm at the District Council Offices, Saltergate, Chesterfield, (to start with a buffet)
<p>To cover:</p> <ul style="list-style-type: none"> <li>• Signing of acceptance of office</li> <li>• Photographs</li> <li>• Completion of forms (listed on page 3)</li> <li>• Introduction from the Chief Executive and Executive Directors</li> </ul>



<b>Session Two (attendance is recommended for all Councillors)</b>
Wednesday 13 May 2015 at 5.30pm in the Council Chamber at the District Council Offices, Saltergate, Chesterfield, (to start with a buffet)
<p>To cover:</p> <ul style="list-style-type: none"> <li>• Roles and Responsibilities of Council, Councillors and Officers, Assistant Director Governance and Monitoring Officer and Governance Team</li> <li>• Planning (Assistant Director – Planning and Environmental Health)</li> <li>• Licensing (Licensing Coordinator)</li> <li>• Freedom of Information and Data Protection (Assistant Director – Customer Service and Improvement)</li> </ul> <p>The four items will give an introduction into each subject and, as such, will be no longer than 25 minutes with a 20 minute break in between the second and third sessions.</p>

<b>Session Three (attendance is recommended for all Councillors)</b>
Wednesday 20 May 2015 at 5.30pm in the Council Chamber at the District Council Offices, Saltergate, Chesterfield, (to start with a buffet)
<p>To cover:</p> <ul style="list-style-type: none"> <li>• Local Government Finance (Executive Director - Operations)</li> <li>• Corporate Plan and the Growth and Transformation Agenda (Chief Executive, Executive Director – Transformation and Assistant Director – Customer Service)</li> <li>• Handling the Media and Social Media (Communications Manager)</li> <li>• What Kind of People are Councillors? (Governance Team, given at the request of the Member Development Working Group)</li> </ul> <p>The Councils' Members' IT and Training Officer will hold a drop in event for Members an hour before these two sessions on use of the I-Pad.</p> <p>The four items will give an introduction into each subject and, as such, will be no longer than 25 minutes with a 20 minute break in between the second and third sessions.</p>

Committee Specific Training – Ideally to take place before first meetings of each committee

- Planning (Planning Services Manager/Development Management Team Leader)
- Licensing (Licensing Co-ordinator)

- Audit (Executive Director - Operations)
- Scrutiny skills (Overview and Scrutiny Manager)

In addition, Members have indicated a desire to carry out a Tour of the District which could be led jointly by the Assistant Director – Leisure, Rykneld Homes and Strategic Partnership Co-ordinator.

An evaluation of the Programme proposed will take place in the summer of 2015.

## **2 Conclusions and Reasons for Recommendation**

- 2.1 The Working Group is asked to consider the above arrangements and provide any comments. The Council needs to have an agreed set of arrangements for Member Induction in May 2015 which are practical and which support Member participation in future events.

## **3 Consultation and Equality Impact**

- 3.1 Consultation has taken place with the Member Development Working Group. Member support and participation in both the arrangements for the Programme and attendance at the sessions is crucial to its success.

## **4 Alternative Options and Reasons for Rejection**

- 4.1 None.

## **5 Implications**

### **5.1 Financial Implications**

- 5.1.1 There will be a cost for the LGA Becoming a Councillor Guide but this can be covered by the respective Member Development budget. The only other costs relate to officer time preparing and delivering the induction material.

### **5.2 Legal Implications including Data Protection**

- 5.2.1 There are no legal implications, including Data Protection, arising directly from the content of this report.

### **5.3 Human Resources Implications**

- 5.3.1 There are no Human Resource implications arising directly from the content of this report. The Council seeks to provide all its training/induction arrangements for Members on the basis of equality of opportunity.

## **6 Recommendations**

- 6.1 The Working Group is requested to consider and support the following:-
- (1) That an updated version of Becoming a Councillor Guide be prepared and made available on the Council's website and in hard copy for Members

(subject to the Working Group having sight of the finalised version of the document prior to its publication).

- (2) That an Induction Pack be prepared for circulation to all Members following the District Council elections in May 2015, the contents to be as detailed in paragraph 1.4 of the report.
- (3) That the arrangements for Member Induction sessions to be held on Monday, 11 May, Wednesday, 13 May and Wednesday, 20 May 2015 be approved and that the content of the sessions be as detailed in the three tables at paragraph 1.4 of the report.

## 7 **Decision Information**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	No
<b>District Wards Affected</b>	All Wards
<b>Links to Corporate Plan priorities or Policy Framework</b>	

## 8 **Document Information**

Appendix No	Title
A	Member Induction Programme: Proposals for May 2015 – Report to the Strategic Alliance Management Team
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
None	
Report Author	Contact Number
Frazer Powell Senior Governance Officer, Governance Team	(01246) 217045

# **Appendix A**

## **Bolsover and North East Derbyshire District Council**

### **Strategic Alliance Management Team**

**18 October 2014**

#### **Member Induction Programme: Proposals for May 2015**

### **Report of the Governance Manager**

#### **Purpose of the Report**

- To advise SAMT of the draft arrangements for member induction following the elections in May 2015.

#### **1 Report Details**

- 1.1 With the local elections a little over six months away, the Governance Teams at both councils have undertaken preparatory work on member induction arrangements for May 2015. Early drafts have already been considered by the Member Development Working Groups at both authorities, Cabinet at Bolsover and by the Monitoring Officer, Governance Manager and officers responsible for member development at both authorities.
- 1.2 The programme planned is broadly the same at both authorities, so that officers will not need to duplicate the material they are producing for each Council. When devising the programme regard has been had to evaluation undertaken following previous induction programmes and a number of key principles, those being:
  - That the planning and devising of the programme should be member-led.
  - That the programme should be interactive and practical;
  - That the programme should provide practical and useful information without being overwhelming;
  - That the programme should provide an opportunity for previous members to share their knowledge and experiences with colleagues, particularly newly elected members.
  - There should be some element of scrutiny skills training.
- 1.3 Members should note that Bolsover's Labour Group has recently committed to including the attainment of the Council's Member Development Charter as a target within the Corporate Plan. The arrangements for induction will provide some excellent evidence towards that target. Whilst not actively working towards

reaccreditation, North East Derbyshire continues to build on its achievement of the Charter in 2010.

- 1.4 The proposals below take account of what happens before as well as following the election and are as follows:

#### Before the election

The Council will issue a copy of the Becoming a Councillor Guide (a draft copy of Bolsover's is attached) via its website. Hard copies may be available for pre-election briefings involving the Returning Officer and prospective members.

#### Induction Pack

It is proposed that the induction pack contain the following documents:

- Welcome letter from the Chief Executive;
- Manager and officer contacts list with explanation of how to use the Contacts Database on the I-Pad;
- LGA's Being a Councillor guide;
- Details of how to access the Council's Constitution online (side of A4);
- Details of Members' Allowances (side of A4);
- Rights and responsibilities under FOI, DPA and Access to Information (side of A4);
- Member use of I-Pads (side of A4);
- Senior management structure;
- Letter from Local Government Ombudsman;
- Timetable of meetings 2015/16;
- Separate envelope containing a number of forms which should be completed at the first induction session on 11 May:
  - New starter form;
  - Payment form;
  - Register of interest form;
  - ID pass form;
  - Car insurance form;

- Fair processing notice for details to be used by the Council.

## Induction Sessions

The three induction sessions proposed are intended to be light touch and provide a general introduction to the work of the Council and the roles of members and officers to enable members to familiarise themselves with key contacts and processes. They are not intended to be a detailed overview of legislative provisions, which may be overwhelming and in any case will be covered later on during Member Development Sessions or committee specific training, nor are they an insight into each individual service area. The Induction process is intended to provide a positive introduction to the work of the new Council in May 2015 and foster participation in future Member events.

<b>Session One (attendance is necessary for all councillors)</b>	
At Bolsover on Monday 11 May 2015 from 10am (to end with lunch)	At North East Derbyshire on Monday 11 May 2015 from 5.30pm (to start with a buffet)
To cover: <ul style="list-style-type: none"> <li>• Signing of acceptance of office</li> <li>• Photographs</li> <li>• Completion of forms (listed on page 2)</li> <li>• Introduction from the Chief Executive and Executive Directors</li> </ul>	

<b>Session Two (attendance is recommended for all councillors)</b>	
At Bolsover on Thursday 14 May 2015 at 10.00am (to end with lunch)	At North East Derbyshire on Wednesday 13 May 2015 at 5.30pm (to start with a buffet)
To cover: <ul style="list-style-type: none"> <li>• Roles and Responsibilities of Council, Councillors and Officers (Monitoring Officer and Governance Team )</li> <li>• Planning (Assistant Director – Planning and Environmental Health)</li> <li>• Licensing (Licensing Coordinator)</li> <li>• Freedom of Information and Data Protection (Assistant Director – Customer Service and Improvement)</li> </ul> <p>The four items will give an introduction into each subject and, as such, will be no longer than 25 minutes with a 20 minute break in between the second and third sessions.</p>	

<b>Session Three (attendance is recommended for all councillors)</b>	
At Bolsover on Wednesday 20 May 2015 at 10.00am (to end with lunch)	At North East Derbyshire on Wednesday 20 May 2015 at 5.30pm (to start with a buffet)
<p>To cover:</p> <ul style="list-style-type: none"> <li>Physical protection, Internet and reputational protection, public relations and FOI from a member perspective</li> <li>Corporate Plan and the Growth and Transformation Agenda (Chief Executive, Executive Director – Transformation and Assistant Director – Customer Service)</li> <li>Handling the Media and Social Media (Communications Manager)</li> <li>Local Government Finance (Director of Operations)</li> </ul>	<p>To cover:</p> <ul style="list-style-type: none"> <li>Local Government Finance (Director of Operations)</li> <li>Corporate Plan and the Growth and Transformation Agenda (Chief Executive, Executive Director – Transformation and Assistant Director – Customer Service)</li> <li>Handling the Media and Social Media (Communications Manager)</li> <li>What Kind of People are Councillors? (Governance Team, given at the request of the NEDDC's MDWG)</li> </ul>
<p>The Councils' Members' IT and Training Officer will hold a drop in for members an hour before these two sessions on use of the I-Pad.</p> <p>The four items will give an introduction into each subject and, as such, will be no longer than 25 minutes with a 20 minute break in between the second and third sessions.</p>	

Committee Specific Training – Ideally to take place before first meetings of each committee

- Planning (Development Control Managers)
- Licensing (Licensing Coordinator)
- Audit (Director of Operations)
- Scrutiny skills (BDC will cover this at their Annual Scrutiny Conference)

In addition, members have indicated a desire to carry out a Tour of the District which could be led, at BDC by the Tourism Officer, and at NEDDC jointly by the Assistant Director – Leisure, Rykneld Homes and Strategic Partnership Coordinator.

An evaluation of the proposed programme will take place in the summer of 2015.

## **2 Conclusions and Reasons for Recommendation**

- 2.1 SAMT is asked to consider the above arrangements and provide any comments before they are forwarded on to the Member Development Working Groups. Both Councils need to have an agreed set of arrangements for Member Induction in May 2015 which are practical and which support member participation in future events.

## **3 Consultation and Equality Impact**

- 3.1 Consultation has taken place with the Member Development Working Groups at both councils and with Bolsover's Cabinet.

## **4 Alternative Options and Reasons for Rejection**

- 4.1 None.

## **5 Implications**

There will be a cost for the LGA Being a Councillor guide but this can be covered by the respective Member Development budget. The only other costs relate to officer time preparing and delivering the induction material.

## **6 Recommendations**

- 6.1 That SAMT endorses the arrangements for member induction at both councils as set out in section 1.4 of the report.
- 6.2 SAMT provides any comments on the proposals which can be forwarded on to the Member Development Working Groups at both councils.

## **7 Decision Information**

<b>Is the decision a Key Decision?</b> (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	N/A
<b>District Wards Affected</b>	N/A
<b>Links to Corporate Plan priorities or Policy Framework</b>	N/A



## 8 Document Information

Appendix No	Title
A	Becoming a Councillor Guide (BDC Version)
<b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
N/A	
Report Author	Contact Number
M Kane	7753

MDWG (1027) Appendix A to AGIN 3/AJD