

## **Developing the Member Induction Programme for 2023-24**

1. The Member Development Working Group has been looking at what form the Member Induction Programme for the 2023-24 Municipal Year might take. The Group's aim is that the programme should meet both the needs of newly elected Members and those have been re-elected.
2. Although still at the discussion stage, the Working Group hopes to achieve this by developing a three-part package.

### **Part One: Sorting out the 'housekeeping' issues for new and re-elected Members.**

3. The Working Group is keen that as many of these issues should be sorted out in the days after the local elections as possible. For example, signing the Acceptance of Office, collating the necessary contact details and other information, receiving new and updating existing ICT, providing identity and building access cards, and the on-line version of the Council Diary Pages publication. Councillors would also be encouraged to complete their Register of Interest (ROI) forms as soon as possible. (As a matter of good practice, all Councillors would be asked to do this at the start of the term, not just the new Members.) We are putting in place arrangements to complete – and subsequently update - the ROI forms on line.

### **Part Two: Core Information which all Members require.**

4. Training sessions would be organised for new Members to learn – and re-elected Members to be reminded - of the Council and Councillors roles and responsibilities. For example, the Working Group is looking at sessions to cover the Code of Conduct, the Member – officer protocol, the Council's Procedure Rules, Key Decisions and its responsibilities under the Freedom of Information and Data Protection Acts. Crucially, there would also be specific training on the Council's responsibilities for Corporate Parenting and for Safeguarding Young People and Vulnerable Adults.

### **Part Three: Role Specific Information and Training.**

5. The focus for this part of the programme would be help Members understand and contribute to the Council various decision making bodies, such as the Planning and Licensing Committees and on the Scrutiny Committees. There would also be a specific session on the role of the Standards Committee and Committee Members in overseeing the Governance arrangements of the Council.

### **Issue for Discussion**

6. The aim is that all these sessions take immediately before the first meetings of the Committees in of the new Municipal Year. **However, it would be helpful to hear from existing Standards Committee Members if they**

**might want a longer session to discuss these issues and to then help shape its work programme for the year?**

Interim Governance Manager