

FUTURE MEMBER INDUCTION PROGRAMMES

DATE	EVENT	LEAD OFFICER / MEMBER
PRE-ELECTION:	<p>Prospective Candidate Evening (during February, but advertised from December onwards)</p> <p><i>(NB. at this session, copies of the Induction Programme and key meeting dates following the election will be made available to attendees and published on the website. Also, Group Leaders should be asked to clarify their respective procedures for the formation of a political group at this session).</i></p> <p><i>Interested prospective candidates are encouraged to attend a future Council and/or Committee meeting before the election to increase their knowledge of the decision-making processes of the Council.</i></p> <p><i>(Once the deadline for nominations has closed, copies of the Induction Programme will be sent to all prospective candidates, with the importance of attendance being stressed).</i></p>	Democratic Services and Elections Specialists / Group Leaders
WEEK 1:		
<p>1st Thursday in May (2 May 2019)</p>	<p>Election Polling Day</p>	
<p>1st Thursday / Friday in May (3 May 2019)</p>	<p>Election Count</p> <p><i>(NB. officers in attendance at the count will have copies of the Induction Programme available to hand out to successful candidates.)</i></p>	

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<p>WEEK 2:</p> <p>Tuesday – 12 noon to 5.00pm</p>	<p>Mandatory Drop in session (NB. this is a vital session!)</p> <ul style="list-style-type: none"> • Sign the Declaration of Acceptance of Office (<i>Note: Members will need to sign the Declaration before they can act in their capacity as an elected Member</i>); • Through a series of workstations to issue: FAQ handbook / security pass / Travel Claim Forms / Member Profile form (including contact details) / opportunity to clarify details relating to the Induction Programme / Register of Interests form / Payroll forms / Business Card requests; establish bank account details; management structure; officer contact details; Council structure; introduce officer and/or Member Buddy; and a brief introduction to the Induction Programme • Media Workstation; • Issue IT device; brief user guide and handbook; and • Individual Photographs. 	
<p>Wednesday (am)</p>	<p>Welcome and Introductions</p> <p>West Devon – Setting the Scene (to include introductions to the Senior Leadership Team and pertinent significant corporate issues (e.g. future challenges faced, Corporate Priorities and Our Plan) with there being an opportunity at each juncture for Member questions.)</p> <p>How the Council Works (to include:</p> <ul style="list-style-type: none"> • Council structure, joint working arrangements (with South Hams District Council, Devon County Council, Local Enterprise Partnerships and Town and Parish Councils); governance arrangements (including decision making responsibilities), Meeting Procedures and Council 	<p>Executive Directors and the Leader of Council</p> <p>Relevant SLT reps and the lead Hub Committee Members</p> <p>Monitoring Officer, S151 Officer Democratic Services Specialist and the Council Mayor</p>

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Wednesday (pm)	<p>Reports;</p> <ul style="list-style-type: none"> • Overview and Scrutiny Committees; • Finance, Budget Setting and External Auditors; and • Code of Conduct.) <p>Introduction to the role of the Hub, O+S, Audit and Standards Committees (to include: terms of reference of each Committee, lead Member roles and responsibilities, agenda setting etc)</p> <p>IT Drop-in Session</p>	<p>Head of Paid Service, Monitoring Officer, S151 Officer and Democratic Services Specialist and the previous Chairmen of these Committees (if still Members)</p> <p>IT Specialist</p>
Friday (am)	<p>The Planning Process (Part 1) (NB: newly elected and returning Members will have to attend these sessions before they can take part in the planning decision-making process) (to include:</p> <ul style="list-style-type: none"> • Setting decisions in a policy context – the National Planning Policy Framework, Our Plan and Neighbourhood Plans.) 	<p>Place and Strategy, Development Management, Strategic Planning and Legal Specialists and Chairman of P+L and Lead Hub Committee Member for Strategic Planning</p>
Friday (pm)	<p>The Planning Process (Part 2) (to include:</p> <ul style="list-style-type: none"> • What is ‘development’ and what applications do we receive? • What is meant by pre-application? • Material Planning Considerations; • The role of the Ward Member and the role and workings of the Planning and Licensing Committee (incl. Site Inspections and Licensing Sub-Committees); 	<p>Development Management, Licensing, Legal and Democratic Services Specialists and Chairman of P+L and Lead Hub Committee Member for Development Management</p>

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	<ul style="list-style-type: none"> • The appeal process and awards of costs; and • Tree Preservation Orders. 	
WEEK 3:		
Monday am	<p><i>(NB: Publication and Circulation to Members of the Annual Council Summons)</i></p> <p>Media Skills</p> <p>Council Procedure Rules Training followed by a Mock Council Meeting</p>	<p>Democratic Services Specialist</p> <p>Media Specialist</p> <p>Monitoring Officer and Democratic Services Specialist and Mayor</p>
Monday pm	Safeguarding, Equality and Diversity, Freedom of Information and Data Protection	Legal Specialist and Safeguarding Officer(s)
Tuesday am	Planning and Licensing Committee Mock Meeting <i>(NB. to include Licensing and TPO mock applications, Committee processes and procedures. This session will be targeted toward all appointed P+L Committee Members and Subs, but all Members are encouraged to attend this event.)</i>	DM COP Lead, Licensing Specialist, Landscape Specialist, Legal and Democratic Services Specialists
Tuesday pm	Chairing Skills <i>(NOTE: it is a constitutional requirement for Chairmen of Committees to be required to have relevant experience (as determined by the Head of Paid Service) or undergo relevant Chairmanship training before they Chair a Committee meeting)</i>	Trainer (either internal or external) and an experienced previous Committee Chairman

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WEEK 4:		
Tuesday: 9.00 am – 9.45 am	Mayors Briefing <i>(NB. the Briefing Notes will be sent to all Members for information purposes)</i>	Democratic Services Specialist
9.45 am – 10.45 am	Group Meetings	
11.00 am	ANNUAL COUNCIL MEETING <i>(NB. this is the meeting during which appointments to Council Bodies will be considered)</i>	Democratic Services Specialist
On the rising of Annual Council	Member Group Photo (followed by Council lunch)	Design Specialist
WEEK 5:		
Tuesday:		
10.00 am	P+L COMMITTEE MEETING	
On the rising of the meeting	P+L Committee – Wash Up and Review	
Wednesday am	WD Hub and SH Executive Joint Member Session	
Wednesday pm	WD and SH All Member Session	

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DATE	EVENT	LEAD OFFICER / MEMBER
WEEK 6:		
Monday am	Community Leadership	
Tuesday:		
9.30am – 11.30am	Overview and Scrutiny Training and Draft Work Programmes (NB. all Members are encouraged to attend this session)	
11.30am	OVERVIEW AND SCRUTINY (INTERNAL) COMMITTEE MEETING	
2.00 pm	OVERVIEW AND SCRUTINY (EXTERNAL) COMMITTEE MEETING	

Further Notes (based upon questionnaire findings and Steering Group Member comments):

- To enable prospective candidates as much notice as possible, this programme will be endorsed by the Steering Group early in an election year to have made available and published on the Council website before the end of January. A copy will also be included in the nomination pack that is sent out to prospective candidates to ensure they can arrange their diaries accordingly;
- A Member and Officer 'Buddy' will be offered to all new Members. Member Buddies will be appointed on a geography and/or relationships basis to ensure that new Members are able to hit the ground running as quickly as possible;
- Certain induction sessions will be tailored solely for new Members. Whilst returning Members will have the opportunity to attend these sessions if they so wish, they will be geared towards new Members;
- Those Hub Committee Members who remain as Councillors following the elections will take a lead on subject matters within their portfolio area;
- Sessions will be scheduled to enable sufficient time for Member questions to be asked and will be designed to be more interactive than simply officers presenting and talking to Members;
- All Members and officers should be encouraged to wear their name badges particularly throughout the induction process;
- The expectations of a session must be clearly laid out in advance. In particular, sessions (and presenters) should finish on time and guidelines should be produced outlining the framework of expectations;

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- The initial drop-in sessions would see a number of 'workstations' laid out with an officer and/or experienced Member assigned to each workstation to help (particularly new) Members;
- In terms of professionalism, officers should also be advised that they should prepare their presentations in advance and not give the perception that it was being made up 'on the hoof' and
- Finally, this programme has been developed to equip Members with the tools to undertake their role. Whilst every Member is encouraged to attend these sessions, newly elected Members are expected to attend. If Members are unable to attend any of these, please let Member Services know via the following email address: member.services@swdevon.gov.uk