

Report to: **Overview and Scrutiny Panel**
Date: **1 November 2018**
Title: **MEMBER INDUCTION 2019: DRAFT PROGRAMME**
Portfolio Area: **Support Services**
Wards Affected: **All Wards**
Relevant Scrutiny Committee: **N/A**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken:
(e.g. referral on of recommendation or
implementation of substantive decision)

**If approved at
this meeting, the
Programme will
then be rolled
out and
publicised.**

Author: **Darryl White** Role: **Senior Specialist –
Democratic Services**

Contact: darryl.white@swdevon.gov.uk

RECOMMENDATION

That the Panel be RECOMMENDED to approve the Draft Member Induction Programme for 2019 (as outlined at Appendix A).

1. Executive summary

- 1.1 The Draft Member Induction Programme for 2019 is presented at Appendix A for the consideration and, ultimate approval, of the Panel.

2. Background

- 2.1 Since the decision was taken for 'standards' related matters to be transferred to the Overview and Scrutiny function, the Panel is now responsible for Member Learning and Development matters;
- 2.2 Whilst there were some failings with the Member Induction Programme for 2015, the Panel will be aware that its timing coincided with both the new Senior Leadership Team being recruited and the main staff recruitment process for the Council's Transformation Programme;

- 2.3 That being said, there were a number of learning points that officers took away from the 2015 Programme. These included:
- The need for the Programme to be approved (and publicised) as early as was practically possible to provide as much advanced notice as was practically possible;
 - The wish of some new Members to be offered an officer and Member 'buddy';
 - The importance of a structured IT training session being scheduled early in the Programme;
 - 'Mock' Council and Development Management Committee meetings being scheduled prior to the first formal meetings of the Council and Development Management Committee;
 - A perception that the 2015 Programme was too officer led. As a consequence, the request was made for those returning Members to take on an increased role during the 2019 Programme;
 - Sessions should be scheduled to enable sufficient time for Member questions to be asked and should 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 each session must be clearly laid out in advance to both Members and lead officers;
 - The initial 'sign-in' session should see a number of 'workstations' laid out with an officer and/or returning Member assigned to help (particularly new) Members; and
 - Officers should be advised that they should prepare their presentations in advance and not give the perception that they were being made up 'on the hoof';
- 2.4 In drafting the Programme for 2019, each of these learning points have been taken into account. Consideration has also been given to the Council having a shared workforce with West Devon Borough Council and the need to strike the very fine balance between enabling new Members to hit the ground running as quickly as possible, whilst not overwhelming them with too much information.

3. Options available and consideration of risk

- 3.1 There is a constitutional requirement that requires newly elected Members (who wish to partake in the planning decision-making process) to attend two planning training sessions before they can take part. If this objective is not achieved, then this could result in delays in the Development Management decision-making process. By publicising the dates of these sessions six months before the election, it is anticipated that the impact of this risk is mitigated;

- 3.2 The importance of a comprehensive Induction Programme is vital to ensure that newly elected Members are fully conversant with all aspects of the various roles that they will undertake;
- 3.3 Approval of an appropriate Programme is also important to ensure sound decision making and an avoidance of reputational risks to the Council;
- 3.4 Officers also acknowledge that there can be a tendency for training to grind to a halt following the initial Induction Programme. In line with the findings of a recent Internal Audit, work will be undertaken to develop a rolling Member Learning and Development Schedule beyond the initial Induction Programme;

4. Proposed Way Forward

- 4.1 Members' views are sought to help to inform and shape the draft Programme prior to its approval and formal roll-out.

5. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	The Local Government Act 2000 recognises the importance of elected Members receiving adequate learning and development provision.
Financial	N	Any external training costs will be taken from the existing allocated Member Training Budget.
Risk	Y	The risk implications are outlined at Section 3 of the report.
Comprehensive Impact Assessment Implications		
Equality and Diversity		There are no equality and diversity implications directly arising from this report.
Safeguarding		There are no safeguarding implications directly arising from this report.
Community Safety, Crime and Disorder		There are no community safety or crime and disorder implications directly arising from this report.
Health, Safety and Wellbeing		There are no health, safety or wellbeing implications directly arising from this report.
Other implications		There are no other implications directly arising from this report.

Supporting Information

Appendices:

A: The Draft 2019 Member Induction Programme

Background Papers:

- The Council Constitution; and
- The Calendar of Meetings to September 2019.