



AGENDA ITEM: 10

**MEMBER DEVELOPMENT
COMMISSION**

2 OCTOBER 2007

Report of: Council Secretary and Solicitor

Contact for further information: Cathryn Jackson (Extn. 5016)

SUBJECT: MEMBER INDUCTION

District wide interest

1.0 PURPOSE OF THE REPORT

1.1 To provide feedback on the Induction process offered to Members who were new to the Council in May 2007.

2.0 RECOMMENDATIONS

2.1 That the contents of this report be noted.

2.2 That the date for the Code of Conduct Training at Edge Hill University of 29 November 2007 be noted and all members attend.

3.0 BACKGROUND

3.1 Induction for newly elected Members of the Council commences following the elections each May.

3.2 Members new to the Council are issued with a New Councillor Pack containing information and forms to assist them in their new role. They are also issued with an induction CD produced by Human Resources containing useful information relating to the workings of the Council.

3.3 The Councillor's guide produced by the I&DeA is also issued to each new member. The Guide particularly focuses on the needs of newly elected Frontline councillors and explores things that new councillors need to know at the start of their careers in public life.

4.0 CURRENT POSITION

- 4.1 Following the elections in May 2007 the five elected members new to the Council were issued with their New Councillor Pack, including the induction CD. A copy of the Councillor's Guide for 2007-08 was also issued.
- 4.2 On 10 May 2007 an induction session took place in Committee Rooms 2/3 for the new members. This was led by the Deputy Chief Executive with presentations from other members of the Strategic Management Board. The induction programme covered:
- Introduction to WLDC
 - Political Management Structure and Standards
 - Financial Framework
 - Performance and Improvement – the National and Local Frameworks
- 4.3 A Training Pack on the Code of Conduct with case studies was also issued to all Members in May 2007.
- 4.4 Following the induction event it was suggested that a follow up session would be useful once the Councillors had been in post a few months. A second session was offered and subsequently provisionally arranged for 20 September 2007 but was cancelled due to lack of availability. The Member Services Manager is currently liaising with the new members as to how to meet their requirements. Feedback from the induction process also suggested that visits to the Divisions to see first hand the work undertaken would be useful. As the Chairman undertakes this function during his Civic Year an invite was extended to new members to join him on these visits.
- 4.5 Three of the newly elected Members also took the opportunity to attend a development event, 'Induction Module for New Councillors', run by the North West Improvement Network in conjunction with North West Employers' on 25 May 2007 at the Wrightington Hotel. This was a day long event and feedback from participants was good citing the opportunity to engage with other newly elected members from neighbouring Councils as particularly useful and enjoyable.
- 4.6 Two copies of the DVD "Who wants to be a Councillor" produced by North West Employers' was also circulated to the two groups via the Member Development representatives in May 2007 for use by their respective members.
- 4.7 Newly elected members have also commented on the Induction CD stating that it has proved a useful reference tool.

5.0 CONCLUSIONS

- 5.1 The induction process for newly elected members is important and assists the development of elected members in their role as effective community leaders and is reflective of the Council's commitment towards Member training.

6.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY

6.1 On-going member development gives support to members in their responsibilities under legislation and in their wider community role.

7.0 FINANCIAL AND RESOURCE IMPLICATIONS

7.1 There are no significant financial and resource implications arising from this report other than officer time in dealing with these matters.

8.0 RISK ASSESSMENT

8.1 There are no significant risks arising from this report.

9.0 SUMMARY

9.1 The report gives an overview of the recent induction process offered and taken-up by members new to the Council in May 2007. Additionally an invitation has been extended to all Members of the Council to attend the Code of Conduct Training to be held at Edge Hill University on 29 November 2007. This training will assist Members in their understanding of their responsibilities under the new Code of Conduct adopted by the Council at its Annual meeting held on 16 May 2007. As this will be the first locally organised Code of Conduct event since the new Code was adopted it is essential that Members, and especially those Members new to the Council attend the event.

Background Documents

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Report.

Equality Impact Assessment

There is no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups.