



14 JULY 2011

Report of: Director of People and Places

Relevant Head of Service: Acting Borough Solicitor

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SUBJECT: MEMBER INDUCTION

Borough 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 2011.

2.0 RECOMMENDATIONS

- 2.1 That the report be noted.
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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.
- 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 2011 the ten elected members new to the Council were issued with their New Councillor Pack. A copy of the Councillor's Guide for 2011-12 was also issued.
- 4.2 On 12 May 2011 an induction session took place in the Mayor's Room for the new members. This was jointly led by the Directors of People and Places and Transformation. The induction programme covered:

Welcome and Introductions	Large Scale Organisation
Councillors' Role	Funding
Officer Role	Member Involvement
Management Structure	Representing your Community
Political Management Structure	Developing Positive Relationships
Council Functions	Dealing with Constituent Issues
Cabinet Functions	Essential Tools
Quasi-Judicial Committees	The Council's Business Plan
Overview and Scrutiny Arrangements	Workstreams
The Code of Conduct	Priority Projects
Standards Committee	Conclusion

Following that session, Officers from Members Services were on hand to go through the contents of the induction pack and cover some of the domestic arrangements including familiarisation with the offices and facilities at 52 Derby Street.

- 4.3 Members who participated in the Induction Session referred to in 4.2 above were asked to complete an Induction Feedback Form and of those returned there were no negative comments and one stated when asked "What were the most useful parts of the session?" that they felt "all" were "relevant".
- 4.4 The suggestion of a second follow-up training session was also offered, subject to interest. Past experience however has shown that Members are happy to follow up specific queries with relevant Officers in Member Services and corporately.
- 4.5 Members new to the Council were also attended a separate in-house training session on the Code of Conduct on 16 May 2011.
- 4.5 The opportunity to attend an induction event run by North West Employers' on 8 July 2011 entitled 'Finding your Feet – Workshop for Newly Elected Councillors'

was also offered to new Council Members. One member applied to attend this event but unfortunately the organisers' cancelled the event due to lack of interest. North West Employers', however, hope to run a similar event later in the year.

- 4.6 Members new to the Standards Committee are also due to undertake a training session on 14 July 2011 on the Local Determinations Procedure.

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 processes offered and taken-up by members new to the Council in May 2011.

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.