



AGENDA ITEM: 6

MEMBER DEVELOPMENT COMMISSION

27 November 2012

Report of: Borough Solicitor

Relevant Managing Director: Managing Director (People and Places)

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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 newly elected Members in May 2012.

2.0 RECOMMENDATION

- 2.1 That the report be noted.
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3.0 BACKGROUND

- 3.1 Induction for newly elected Members commences following the elections each May.
- 3.2 New Members 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 2012 the eleven elected Members new to the Council were issued with their New Councillor Pack. A copy of the Councillor's Guide for 2012-13 was also issued.
- 4.2 On 11 May 2012 an induction session took place in the Cabinet and Committee room for new Members. This was led by the Managing Director (People and Places) and Managing Director (Transformation). The induction programme covered the following:-

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

- 4.3 Following the Induction 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.
- 4.4 The success of Member Induction is assessed each year from the Induction feedback form issued with the Induction packs.
- 4.5 Members new to the Council were also issued with an Identification of Training Needs questionnaire (ITN) to identify their learning and development needs, a copy of which is attached at Appendix 1. The information then assists in identifying the most significant needs of Councillors in relation to Member training and development. Members were also offered a 'one to one' ITN interview if preferred, although no Members undertook this.
- 4.6 Members were invited to attend introductory training sessions in relation to the following:- Code of Conduct - May 15 2012, Introduction to Licensing - 22 May 2012, Introduction to Planning and Probity - 24 May 2012 and an Overview & Scrutiny Workshop - 14 June 2012.

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 This item is for information only and makes no recommendations. It therefore does not require a formal risk assessment and no changes have been made to risk registers as a result of this report.
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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

The decision does not have any direct impact on members of the public, employees, elected members and / or stakeholders. Therefore no equality Impact Assessment is required.

Appendices

1. Councillor Identification of Training Needs Questionnaire