



AGENDA ITEM: 6

**MEMBER DEVELOPMENT
COMMISSION**

18 September 2014

Report of: Borough Solicitor

Relevant Managing Director: Managing Director (People and Places)

**Contact for further information: Mrs. C. A. Jackson (Extn 5016)
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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 June 2014.

2.0 RECOMMENDATION

2.1 That the report be noted.

3.0 BACKGROUND

3.1 Induction for newly elected Members commences following the elections.

3.2 New Members are issued with a New Councillor Pack containing information and forms to assist them in their new role.

4.0 CURRENT POSITION

4.1 Following the elections in June 2014 the six elected Members new to the Council were issued with their New Councillor Pack.

4.2 On 4 June 2014 an induction session took place 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

Councillors' Role

Officer Role

Management Structure

Political Management Structure

Council Functions

Cabinet Functions

Quasi-Judicial Committees

Overview and Scrutiny Arrangements

The Code of Conduct

Standards Committee

Large Scale Organisation

Funding

Member Involvement

Representing your Community

Developing Positive Relationships

Dealing with Constituent Issues

Essential Tools

The Council's Business Plan

Corporate Priorities

Workstreams

Conclusion

- 4.3 Following on from 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 Code of Conduct – 10 June 2014, Introduction to Licensing – 17 June 2014, Independent Electoral Registration (IER) – 18 June 2014 and The Role of Councillors in Planning: Planning, Probity and Good Practice – 29 July 2014.
- 4.7 Other training currently being timetabled include a sessions relating to the Public Sector Equality Duty (PSED) and IT Skills.

5.0 CONCLUSION

- 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.

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

WEST LANCASHIRE BOROUGH COUNCIL

COUNCILLOR TRAINING NEEDS

Background

This questionnaire is designed to identify the learning and development needs of West Lancashire Borough Councillors. The information gathered will be collated and will assist in the identification of the most significant needs of councillors in relation to member training and development.

Questionnaire

The questionnaire is subdivided into three sections:

Section 1 – details your personal details and current role with the Council.

Section 2 – focuses upon skills/knowledge and have been grouped into four separate sections:

- Personal skills
- Work related skills
- Working with communities
- Political context

In this section you are asked to reflect on your current strengths and help to identify any potential areas for development.

The information gathered from Sections 1 and 2 will be collated and recorded on your individual training record.

Rating

You are asked to reflect on your current role to identify any skills or knowledge gaps that you may have. A training and development need could be something you feel you have but need to improve. It could also be something that you feel you already do well, but would like to further develop.

Please use the rating scale below to assist you in deciding if these skills and knowledge are **low**, **medium** or **high** development need.

LOW: (development need) Low level of priority – training is not required to fulfil current role.

MEDIUM (development need) Moderate level priority – although training will assist in fulfilment of current role it is not an immediate priority.

HIGH (development need) High level priority – training as soon as practicable would assist fulfilment of current role.

Analysis

1. Once completed information within the questionnaires will be analysed.
2. If there are any queries in relation to the completed questionnaire you will be contacted, in the first instance, via email.
3. Findings from completed questionnaires will be collated and used to assist with relevant training and development activities for you and other councillors.
4. If you would prefer a one-to-one interview to go through the questionnaire or require any further information relating to the questionnaire please contact Julia Brown, Member Services/Civic Support Officer (email: julia.brown@live.co.uk or direct dial telephone 01695 585065)

Appendix

- 1 Roles and functions of all Councillors and Job Profile for non Cabinet Councillor
(extracted from Article 2 of Constitution 3.2)

Section 1

PERSONAL DETAILS

Name:

Please tick the appropriate box

Length of Service as an elected Member

0 to 1 year

1 to 5 years

5 to 10 years

10 + years

Gender

Male

Female

Current Role

Chairman

Vice Chairman

Cabinet/Portfolio Holder

Opposition Spokesperson

Community Representative

Current situation

Working full time

Working part time

Retired

Other, please specify

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(If you fail to place your name on the questionnaire, the information will be processed into the general database, however, an individual profile cannot be completed.)

Before you start you may wish to refer to the Job Profile information attached at Appendix 1.

Having regard to the rating system please consider each of the following skill or knowledge areas and tick the rating which you feel is appropriate.

Section 2

PERSONAL SKILLS (PLEASE TICK)

SELF	LOW	MEDIUM	HIGH
Adapting to change			
Behaving assertively			
Managing time			
Balancing the needs of home and work			
Analysing and interpreting information			
Managing your own stress			
Exercising leadership			
Presenting a positive self image			
Managing your own safety			
Effective reading skills			

RELATIONSHIPS	LOW	MEDIUM	HIGH
Managing conflicting demands			
Coaching/Empowering others			
Team-working			

COMMUNICATING	LOW	MEDIUM	HIGH
Effectively contributing in meetings			
Giving formal presentations			
Voice and personal presentation skills			
Influencing skills			
Diplomacy skills			
Listening skills			
Questioning skills			

INFORMATION TECHNOLOGY	LOW	MEDIUM	HIGH
Basic keyboard skills			
Use of email/internet			

Any other areas you feel should be addressed:

WORK RELATED SKILLS (PLEASE TICK)

SKILLS	LOW	MEDIUM	HIGH
Presenting a positive image of the local authority			
Making contributions in meetings			
Chairing meetings			
Facilitating groups			
Analysing complex information			
Project Management			
Expressing concerns			
Monitoring Performance			
Evaluating options to improve services			
Contributing to Best Value reviews			
Monitoring financial information			
Developing positive relationships with officers			
Representing the L.A. positively with external organisations			
Decision making			
Negotiating funding from external bodies			
Managing Performance			
Acknowledging diversity			

WORK RELATED KNOWLEDGE (PLEASE TICK)

KNOWLEDGE	LOW	MEDIUM	HIGH
New decision making structures			
Overview and scrutiny process			
Local authority's core values			
Budgetary process			
Local authority structure and services			
Planning processes			
Licensing processes			

Any other areas you feel should be addressed:

WORKING WITH COMMUNITIES (PLEASE TICK)

(Skills required to work within the community you may wish to develop)

ONE TO ONE	LOW	MEDIUM	HIGH
Verbal communication			
Problem solving skills			
Expressing yourself in writing			
Advocacy skills			
Supporting people with change			

WORKING WITH GROUPS	LOW	MEDIUM	HIGH
Chairing skills			
Facilitating discussions			
Dealing with conflict			
Leading groups			
Increasing participation. Community cohesion/race/diversity/equality			
Developing and managing constructive relationships			
Identifying community needs with groups			

SURGERY SKILLS	LOW	MEDIUM	HIGH
Interviewing skills			
Identifying risky situations			
Following up issues			
Counselling skills			

AWARENESS	LOW	MEDIUM	HIGH
Recognising and working with under represented groups			
Using different methods of consultation i.e. focus groups			
Awareness of the diversity agenda			

Any other areas you feel should be addressed:

POLITICAL CONTEXT (Please tick)

SKILLS	LOW	MEDIUM	HIGH
Promoting social and economic well-being			
Strategy Development			
Developing and managing constructive relationships			
Developing partnerships and other organisations			
Networking skills			

KNOWLEDGE	LOW	MEDIUM	HIGH
Ethics and standards			
Community planning			
Social exclusion			
Best Value			
Regional initiatives			
Crime and Disorder			
Human Rights			

Any other areas you feel should be addressed:

Thank you very much for completing the questionnaire. Please note training and development is not always undertaken through a training course and other learning solutions may be advised.

All training is subject to the usual approvals.

Please return to Julia Brown by 30 June 2014.