



**MEMBER DEVELOPMENT  
COMMISSION**

**19 SEPTEMBER 2019**

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**Report of: Borough Solicitor**

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**SUBJECT: MEMBER INDUCTION**

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Borough wide interest

**1.0 PURPOSE OF THE REPORT**

1.1 To provide feedback on the Induction process provided to newly elected Members undertaken in May 2019.

**2.0 RECOMMENDATION**

2.1 That the induction process for newly elected Members, be noted.

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**3.0 BACKGROUND**

3.1 Induction is provided for newly elected Members following an election.

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

**4.0 CURRENT POSITION**

4.1 Following the election of ten new Members, all were issued with a New Councillor Pack.

4.2 On Wednesday 8 May 2019, the new Members met with the Chief Executive to complete the formalities associated with their role and, assisted by the Borough Solicitor and Member & Executive Services Manager, learn more about the procedures and functions of the Council and their role.

4.3 The Member Induction is assessed each year through a feedback form included in the Induction packs. One piece of feedback led officers to consider adding further emphasis in directing members to the 'Yellow Protocol' in the future. The Protocol is a source of useful information on Council process and procedures; it is already mentioned within the presentation section of the induction, but may enable

members to look carefully at this point and also ask questions that they wish to either at the time of the presentation or in the informal section of the induction which follows.

4.4 The new Members were also issued with an Identification of Training Needs questionnaire (ITN) to identify their learning and development needs. The information in the completed ITNs will assist in identifying the most significant needs of the Councillors in relation to Member training and development.

4.5 Four newly elected Members also took the opportunity to attend a training event organised by the Local Government Association (LGA) for new Councillors, 'Hitting the Ground Running', held on 27 June 2019 at County Hall in Preston.

## **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**

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.