



GA.50 14/15

Governance and Audit  
Committee

26 February 2014

**F**

**Subject: Councillor Induction Programme**

Report by:

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Director of Resources

Contact Officer:

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Purpose / Summary:

For Members to consider the 2015 Councillor  
Induction Programme

**RECOMMENDATION(S): That Members approve the proposed 2015 Councillor Induction Programme.**

**IMPLICATIONS**

**Legal:** None directly arising as a result of this report

**Financial : FIN / 142 / 15** None directly arising as a result of this report

**Staffing :** None directly arising as a result of this report

**Equality and Diversity including Human Rights :** N/A

**Risk Assessment :** None directly arising as a result of this report

**Climate Related Risks and Opportunities :** None directly arising as a result of this report

**Title and Location of any Background Papers used in the preparation of this report:**

**Call in and Urgency:**

**Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

**Yes**

**No**

**Key Decision:**

A matter which affects two or more wards, or has significant financial implications

**Yes**

**No**

## **1. Introduction**

- 1.1 Following the 2015 all out Elections it is proposed to deliver a robust Induction Programme for new and returning Councillors

## **2 Proposed Induction Programme**

- 2.1 The programme of events was presented to Leaders Panel on 2 February 2015, when requirements for attendance were discussed.
- 2.2 In Appendix A to this report, Councillor Induction Programme, useful details about the content, the benefits of the sessions and who should attend can be found
- 2.3 The range of sessions will be of value to both new and returning Councillors and will provide a solid grounding for our work together over the next four years. The opportunity to meet with Officers and other Councillors soon after election should also prove helpful to any new Councillors
- 2.4 The core induction programme is spread out over two weeks and covers all the key areas of work that Councillors will be involved with. West Lindsey District Council has a strong commitment to the ongoing development of all Councillors and this induction programme is the start of the development opportunities. Repeated sessions have therefore been arranged so that as many Councillors as possible are able to take part. Specific training for regulatory and scrutiny committee Members will be arranged soon after the annual Meeting.

## **3. Recommendations**

- 3.1 Members are asked to approve the proposed 2015 Councillor Induction Programme.

# Councillor Induction Programme - 2015



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## Welcome

I am delighted to welcome you to West Lindsey District Council and to present this programme of induction events.

I believe that the range of sessions we are offering will be of value to both new and returning Councillors and will provide a solid grounding for our work together over the next four years.

The induction programme is initially spread out over two weeks and covers all the key areas of work that you will be involved with as a Councillor. More specific training for particular Committees will follow the Annual Council meeting.

In this booklet you will find useful details about the content, the benefits the sessions provide and an indication of who should attend.

I would encourage you to attend as many sessions as you can, repeated sessions have been arranged so that as many of you as possible are able to take part.

We have a strong commitment to the ongoing development of all Councillors and this induction programme is just the start of the development opportunities that will be open to you.

As Strategic Lead for Democratic and Business Support, I am here to provide you with the tools required to perform your role as Councillor and to play an active part in the decision-making process of the District Council.

I oversee a team of officers \*

– contact details for the Democratic Services Team can be found towards the end of the booklet.

Please feel free to contact me or one of the team whenever you require support or advice.

Alan Robinson

01427 676509

[alan.robinson@west-lindsey.gov.uk](mailto:alan.robinson@west-lindsey.gov.uk)

## Councillor Induction Programme

Events are repeated - Councillors are required to attend only one of the sessions.

Events marked with an asterisk \* are mandatory for Councillors as listed

Highlighted times tbc

Date	Time	Event	Comments	Councillors invited
<b>Mon 11 May</b>	17.30 – 19.30	Welcome to the Council  Meet the Directors	Welcome to the Council to include: <ul style="list-style-type: none"> <li>• Welcome from the Chief Executive</li> <li>• Acceptance of Office</li> <li>• Distribution of car parking passes</li> <li>• Members' Allowance scheme</li> <li>• Disclosable Pecuniary Interests (help with forms)</li> <li>• Meet the Directors and Senior Managers</li> <li>• Work of the District Council</li> </ul>	All*
<b>Tues 12 May</b>	09.30 – 12.30  13.30 – 16.00	Tour of WLDC part of offices		
<b>Tues 12 May</b> <b>Thurs 14 May</b>	6.30-8.30  2.00-4.00	How the Council makes decisions	to include: <ul style="list-style-type: none"> <li>• Corporate Plan</li> <li>• Council &amp; Committees</li> <li>• Standing Orders</li> <li>• Constitution/Protocols</li> <li>• Finance</li> <li>• Webcasting</li> </ul>	All
<b>Weds 13 May</b> <b>Thurs 14 May</b>	6.30-8.30  10am-12	Overview of Committees	A general flavour of the work undertaken by each of the Regulatory and Scrutiny Committees	All Particularly relevant for new Councillors
<b>Weds 13 May</b> <b>Thurs 14 May</b>	2.00-4.00  6.30-8.30	Risks, Protection and Information Technology	to include: <ul style="list-style-type: none"> <li>• Risk Management</li> <li>• Data Protection</li> <li>• Freedom of Information</li> <li>• Information Governance</li> <li>• Equality and Diversity</li> <li>• Health and Safety</li> <li>• PEEPs</li> <li>• Lone Working</li> <li>• IT policy</li> </ul>	All*
<b>Fri 15 May</b> <b>Mon 18 May</b>	2.00-4.00  10am-12	Your role in the local community	to include: <ul style="list-style-type: none"> <li>• Defining your role as a community leader</li> <li>• Grant Funding and LCIF</li> <li>• Enforcement and ASB</li> </ul>	All

<b>Mon 18 May</b> <b>Tues 19 May</b>	<b>6-8pm</b> <b>10am-12</b>	Standards and Communications	to include: <ul style="list-style-type: none"> <li>• Dealing with the media</li> <li>• Social media</li> <li>• Protocols</li> <li>• Code of Conduct</li> </ul>	All
<b>Mon 18 May</b> <b>Tues 19 May</b>	2-4pm 6-8pm	Safeguarding children and vulnerable adults	Basic awareness of how to safeguard children and adults	All
<b>Before 1<sup>st</sup> meeting</b>	<b>Tbc</b>	Planning Committee	To include: <ul style="list-style-type: none"> <li>• Decision making</li> <li>• Predetermination</li> <li>• Planning policies</li> </ul>	All welcome, but mandatory for Members of Planning Committee*
<b>2 sessions same day</b> <b>Before 1<sup>st</sup> G&amp;A</b>	<b>Tbc</b>	Work of the Governance and Audit Committee	To include: <ul style="list-style-type: none"> <li>• Audit</li> <li>• risk management</li> <li>• fraud</li> <li>• reviewing financial reporting</li> </ul>	All welcome, but mandatory for Members of Governance and Audit Committee*
<b>Prior to any hearings</b>	<b>Tbc</b>	Licensing Sub Committees	to include: <ul style="list-style-type: none"> <li>• Liquor Licensing</li> <li>• Taxi &amp; General Licensing</li> </ul>	All welcome, but Mandatory for Licensing Sub Committees*
<b>Prior to 1<sup>st</sup> C&amp;I</b>	<b>Tbc</b>	Introduction to Scrutiny	to include: <p>An introduction to the work of Scrutiny</p> <p>Understanding your role in a Council meeting</p>	All
<b>Tbc following Annual Council meeting</b>	<b>Tbc</b>	Delivering the Corporate Plan	Corporate Plan Commercial plan Medium Term Financial Plan Transformation Plan Administration priorities Entrepreneurial framework	All



# Welcome to the Council and Meet the Directors

Monday 11 May 2015

17.30 – 19.30

Tuesday 12 May 2015

09.30 – 12.30 and 13.30 – 16.00

## Council Chamber

Alan Robinson  
Strategic Lead for Democratic and Business Support



### Overview of session

An essential event for all Councillors, providing an introduction to the Council and the opportunity to complete the important induction processes.

The session will begin with a welcome from the Council's Chief Executive, and short introductions from Democratic Services. Councillors will be invited to sign their Acceptance of Office form, collect their car park passes and to find out more about declarations of pecuniary interests and the Councillor expenses system.

All Councillors will have the opportunity to discuss their IT requirements.

New Councillors will be given a tour of Council Offices.

### How will the session benefit me?

This session provides an opportunity for all Councillors to sign their Acceptance of Office form, and to discuss any IT requirements they may have. For new Councillors this is an essential induction event that will provide them with important tools and information for their new role.

### Who should attend?

All Councillors.

## Council Leadership Team



Manjeet Gill  
Chief Executive



Mark Sturgess  
Chief Operating Officer



Ian Knowles  
Director of Resources



Penny Sharp  
Commercial Director

# How the Council makes decisions

Tuesday 12 May 2015 6.30-8.30

Thursday 14 May 2015 2.00-4.00

Council Chamber

## WHO?

Alan Robinson

Mark/Ian?

Richard Quirke



## Overview of session

to include:

- Corporate Plan
- Council & Committees
- Standing Orders
- Constitution/Protocols
- Finance
- Webcasting

The decision-making process is at the heart of the work of the Council and is one of the key activities for all Councillors, whether it is sitting as a member of the full Council or as a member of one of the Policy, Regulatory or Scrutiny committees.

This session seeks to explain the Committee decision-making model that is used by the District Council, and the process by which strategies and policies are formulated and then agreed.

Roles and responsibilities, member/officer relations

Do's and don'ts of webcasting?

## How will the session benefit me?

This session provides an excellent overview of the way the Council works, and the various roles that Councillors play within the decision-making process.

## Who should attend?

This is an essential event for new Councillors.

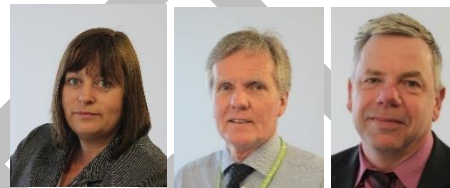
# Overview of Committees

Wednesday 13 May 2015 6.30-8.30 pm

Thursday 14 May 2015 10am – 12 noon

Council Chamber

Mark Sturgess  
Ian Knowles  
Tracey Bircumshaw  
Derek Lawrence  
Phil Hinch + Rox?



## Overview of session

to include:

- Planning Committee
- Governance and Audit Committee
- Scrutiny (Challenge & Improvement Committee)
- Licensing sub-committees

## How will the session benefit me?

This session is designed to give an overview of each of the Regulatory and Scrutiny Committees to enable new Councillors to express a preference as to Committee Membership, based on interests and skills.

## Who should attend?

This is an essential event for new Councillors.

# Risks, Protection and Information Technology

Wednesday 13 May 2015 2.00-4.00

Thursday 14 May 2015 6.30-8.30

Council Chamber

Alan Robinson  
Jeannette Anderson  
Steve Anderson  
Anne Rossington  
Kim Leith



## Overview of session

This invaluable session provides all Councillors with up-to-date information about those policies that enable the authority to protect everyone, both inside and outside the Council:

- Risk Management
- Data Protection
- Freedom of Information
- Information Governance
- Equality and Diversity
- Health and Safety
- IT policy
- Members' Extranet

## How will the session benefit me?

By the end of the session:

- You will have a clear understanding of these important policies.
- You will understand your role as a Councillor in relation to each of these areas.
- You will know how to access the policies and information you require.

## Who should attend?

Recommended for all Councillors, but specifically for all new Councillors.

# Your role in the local community

**Friday 15 May 2015** 13.30 – 16.30 Chamber  
**Monday 18 May 2015** 10.00 – 13.00 Trent/Ancholme

Alan Robinson  
Grant White  
Andy Gray  
Kate Hearn  
Ruth Farningham



## Overview of session

This session considers the role of the Councillor in their local division, and the types of opportunities and challenges that Councillors will encounter.

As a local elected representative, a Councillor may be required to perform a variety of different roles including communicator, organiser, facilitator and local Council representative. The session invites Councillors to consider what they think their local role is, and what their community expects from them.

A number of returning Councillors may also be attending this session to talk about their experiences, about the methods they use to successfully communicate, and how they have made a positive impact in their local community.

## Enforcement

To provide an overview of housing and planning enforcement policies and the role that elected members can play in reporting issues to officers for investigation.

## Grant Funding

An overview of our grant funding schemes including how they work and what kind of things they can support. The session will also cover funding in general looking at common national and regional funding sources and where to signpost community organisations, parish/town councils and charities seeking funding for projects.

## ASB/Localism?

## How will the session benefit me?

This session seeks to give new Councillors a head start in working successfully in their local community, and to take advantage of the experience and advice of returning Councillors.

## Who should attend?

All new Councillors.

# Standards and Communications

**Monday 18 May 2015 6-8pm** Trent/Ancholme/Chamber

**Tuesday 19 May 2015 10am-12noon** Council Chamber

Alan Robinson  
Peter Walton  
Julie Heath



## Overview of the session

to include:

- Protocols
- Code of Conduct
- Dealing with the media
- Social media

## Standards Regime and Code of Conduct

The objective is to make Members aware of the ethical standards which govern their relationship with fellow Councillors and members of the public. This will include an outline of the Standards Regime, how complaints against Members are dealt with and the elements in the Code of Conduct which Members are expected to observe

## Communications

Learn about the structure of the Communications Team – what the team do, how they support the Council with internal, external and media communications as well as the growth and importance of digital engagement.

## How will the session benefit me?

The session will provide an overview of the work the Communications Team do, how they can help you with any communication issues and who to contact if you'd like some help/support.

## Standards benefits?

## Who should attend?

All new and existing Councillors should attend because of the growth of digital engagement and social media.

# Safeguarding children and vulnerable adults

**Monday 18 May 2015** 2-4pm Trent/Ancholme

**Tuesday 19 May 2015** 6-8pm Council Chamber

Mark Sturgess  
Emma Waters

**2 hour session**



## **Overview of session**

This session will be a safeguarding awareness briefing which gives an introduction and overview of safeguarding and our policies on safeguarding children, young people, adults and domestic abuse.

## **How will the session benefit me?**

The session will give an overview on why we all have a responsibility re safeguarding and what to do and how to report, and to encourage members to read these policies I could do a whistle stop tour of these policies.

## **Who should attend?**

It is recommended that all Councillors attend this session.

# Planning Committee training

Tbc before first meeting of Committee

Council Chamber

Mark Sturgess  
Derek Lawrence  
PAS



## Overview of session

Planning and Regulation - a background to the functions of the Council in relation to land-use planning, both development management and policy planning.

It will provide a brief outline of the process of determining a planning application – in particular, it will look in some detail at the role of Councillors in making decisions on planning applications, and the role of the committee report in this process.

## Topics covered to include:

?

## How will the session benefit me?

You will:

- Be informed of the responsibilities of the Council in relation to land-use planning.
- Understand the role of Councillors in making decisions on planning applications.
- Be aware of the other functions that support the role of the Council in discharging its planning responsibilities.

## Who should attend?

Members of the Planning Committee and any Member who may wish to substitute on the Planning Committee, but relevant to all Members in their Ward roles.



# Work of the Governance and Audit Committee

Tbc before first meeting of Committee – 2 sessions – afternoon and evening on same day?

Council Chamber

Lucy Pledge  
Head of Audit and Risk Management  
(LCC)



## Overview of session

This session is designed to help Councillors understand the role of the committee in areas such as audit, risk management, measures to tackle fraud, and reviewing financial reporting. This, in turn, gives confidence that the Council is 'doing the right things, in the right way, for the right people, in an open, honest, inclusive and timely manner.'

## Areas to be covered:

- Why have a Governance and Audit Committee?
- Key focus of work
- How much risk the Council is prepared to take
- Getting the most out of our audit resources
- Fighting fraud locally
- Impact and effectiveness

## How will the session benefit me?

Attendance is mandatory for any Councillor wishing to sit on the Governance and Audit Committee.

## Who should attend?

Councillors appointed to the Governance and Audit Committee and any Member who may wish to substitute on the Governance and Audit Committee.

# Licensing & Regulatory

Tbc before first meeting of any Sub-Committee hearing

Council Chamber

Alan Tolley

and

Phil Hinch

Licensing Team Manager



## Overview of session

This session will provide an insight into the workings of the following regulatory and other committees:

- Licensing and Regulatory Committee
- Taxi and General Licensing Sub Committee
- Licensing Sub Committee

New Councillors will be given an overview of the work of the committees and have an opportunity to ask questions of the lead officers.

## How will the session benefit me?

At the end of the session, you will:

- Have a better understanding of the role of the Council's regulatory and other committees.
- Gain knowledge which will assist you in your role as a Councillor.

## Who should attend?

Councillors appointed to any of the above Committees.

This session will be beneficial to all Councillors, as some of the committees cover areas applicable to the Councillor's role. A greater understanding will enable Councillors to respond to constituents on the issues covered by various committees.

# Introduction to Scrutiny

Immediately prior to, first meeting of Committee, or instead of, on 26 May?

Council Chamber

David McGrath - Link Support Services

Ian Knowles Director of Resources



## Overview of session

This session firstly looks at the work of scrutiny, and then offers an insight into the way committee meetings are run at the Council.

## Introduction to Scrutiny

Scrutiny is an important element of the Council's decision-making process. The scrutiny function reviews, supports and improves existing and new Council strategies and policies, and monitors performance across all Council services.

## What happens at a meeting?

Agendas, minutes, declarations of interest and the various types of report presented can be a minefield. This session takes the mystery out of how meetings work, and considers the role of a Councillor within a meeting.

## How will the session benefit me?

This session provides an invaluable and timely insight into both the work of scrutiny and the running of Council meetings prior to the first round of formal meetings in June.

## Who should attend?

All Councillors who are new to the Council, and those returning Councillors who would welcome a refresher.

# Delivering the Corporate Plan

Tba following Annual Council

Council Chamber

Council Leadership Team



Manjeet Gill  
Chief Executive



Mark Sturgess  
Chief Operating Officer



Ian Knowles  
Director of Resources



Penny Sharp  
Commercial Director

## Overview of session

Corporate Plan  
Commercial plan  
Medium Term Financial Plan  
Transformation Plan  
Administration priorities

How will the session benefit me?

Who should attend?

All Councillors.

# Contacts List

## **CHIEF EXECUTIVE**

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**Vacancy?**

## **Strategic Lead for Democratic and Business Support**

Alan Robinson

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## **Team Manager Member & Support Services**

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## **Governance & Civic Officers**

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## Induction Timetable - May 2015

Only one of each particular colour coded session needs to be attended.

Sunday - 3	Monday - 4	Tuesday - 5	Wednesday - 6	Thursday - 7	Friday - 8	Saturday - 9
Morning	Bank Holiday			Election	Count	
Afternoon						
Evening						

Sunday - 10	Monday - 11	Tuesday - 12	Wednesday - 13	Thursday - 14	Friday - 15	Saturday - 16
Morning		Welcome to the Council		Overview of Committees		
Afternoon		Welcome to the Council	Risks, Protection & IT	How the Council makes decisions	Your role in the local community	
Evening	Welcome to the Council	How the Council makes decisions	Overview of Committees	Risks, Protection & IT		

Sunday - 17	Monday - 18	Tuesday - 19	Wednesday - 20	Thursday - 21	Friday - 22	Saturday - 23
Morning	Your role in the local community	Standards and Communications				
Afternoon	Safeguarding					
Evening	Standards and Communications	Safeguarding		Annual Council Meeting		

Sunday - 24	Monday - 25	Tuesday - 26	Wednesday - 27	Thursday - 28	Friday - 29	Saturday - 30
Morning	BANK HOLIDAY					
Afternoon						
Evening		Scrutiny				

TBA – specific training for Committee members and potential substitutes

- Planning Committee
- Governance and Audit Committee
- Licensing Sub Committees
- Scrutiny (Challenge & Improvement)

Also to be arranged for all Councillors following the Annual Meeting - Delivering the Corporate Plan