



GA.28 15/16
Governance and Audit Committee
17 September 2015

Subject: Member Induction Programme

Report by:	Alan Robinson Strategic Lead - Democratic and Business Support
Contact Officer:	Anne Rossington Member and Support Services Team Manager Tel 01427 676686 Email anne.rossington@west-lindsey.gov.uk
Purpose / Summary:	To inform Members of attendance and feedback from the Induction Programme and seek suggestions for future Induction and Member Development events.

RECOMMENDATION(S):
Members review the contents of the report and make suggestions of items to be included in the next Induction Programme and also Member Development Plans.

IMPLICATIONS

Legal: N/A

Financial : FIN REF FIN/51/16

Staffing : N/A

Equality and Diversity including Human Rights :
N/A

Risk Assessment : N/A

Climate Related Risks and Opportunities : N/A

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

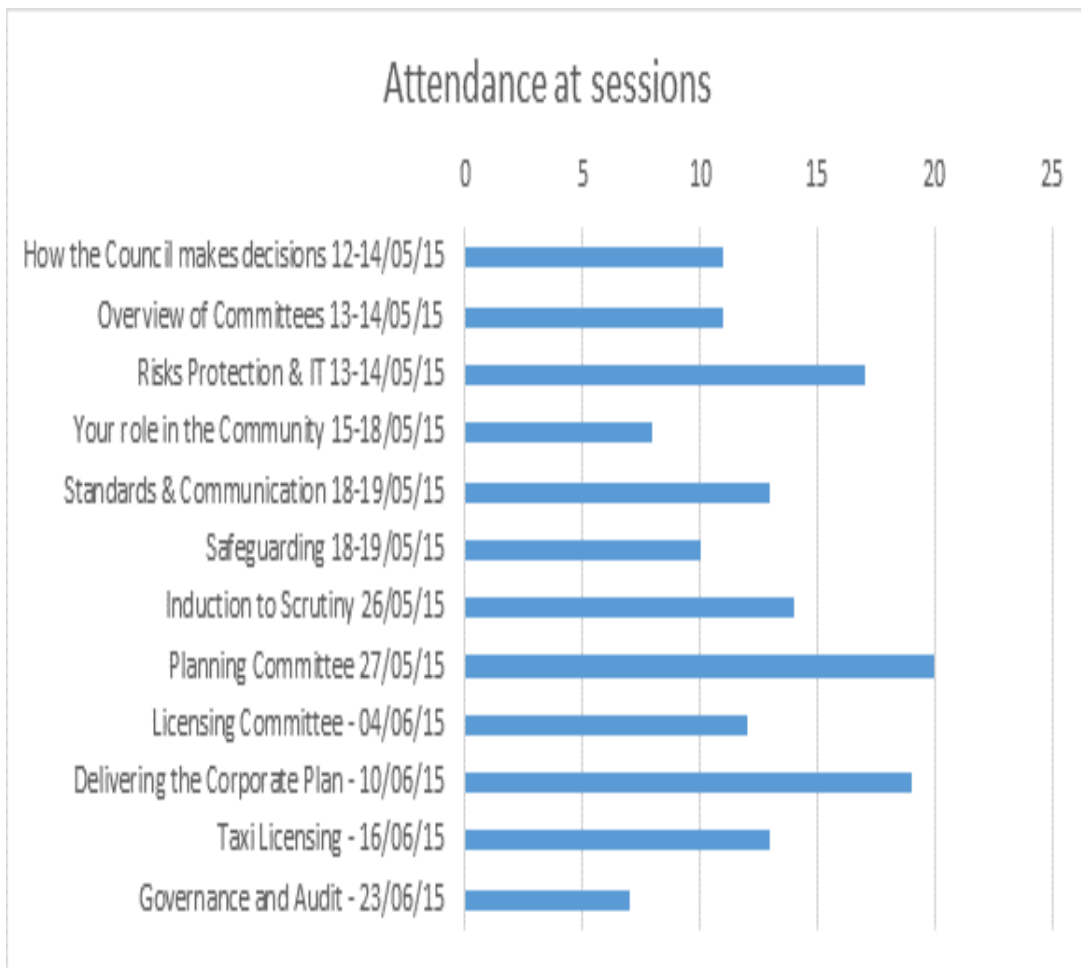
No

1 Background

- 1.1 This year's all out elections have provided the opportunity for delivery of a comprehensive Induction Programme incorporating Member sign and set up along with the essential training in order for Members to operate in their appointed roles.

2 Attendance and Feedback

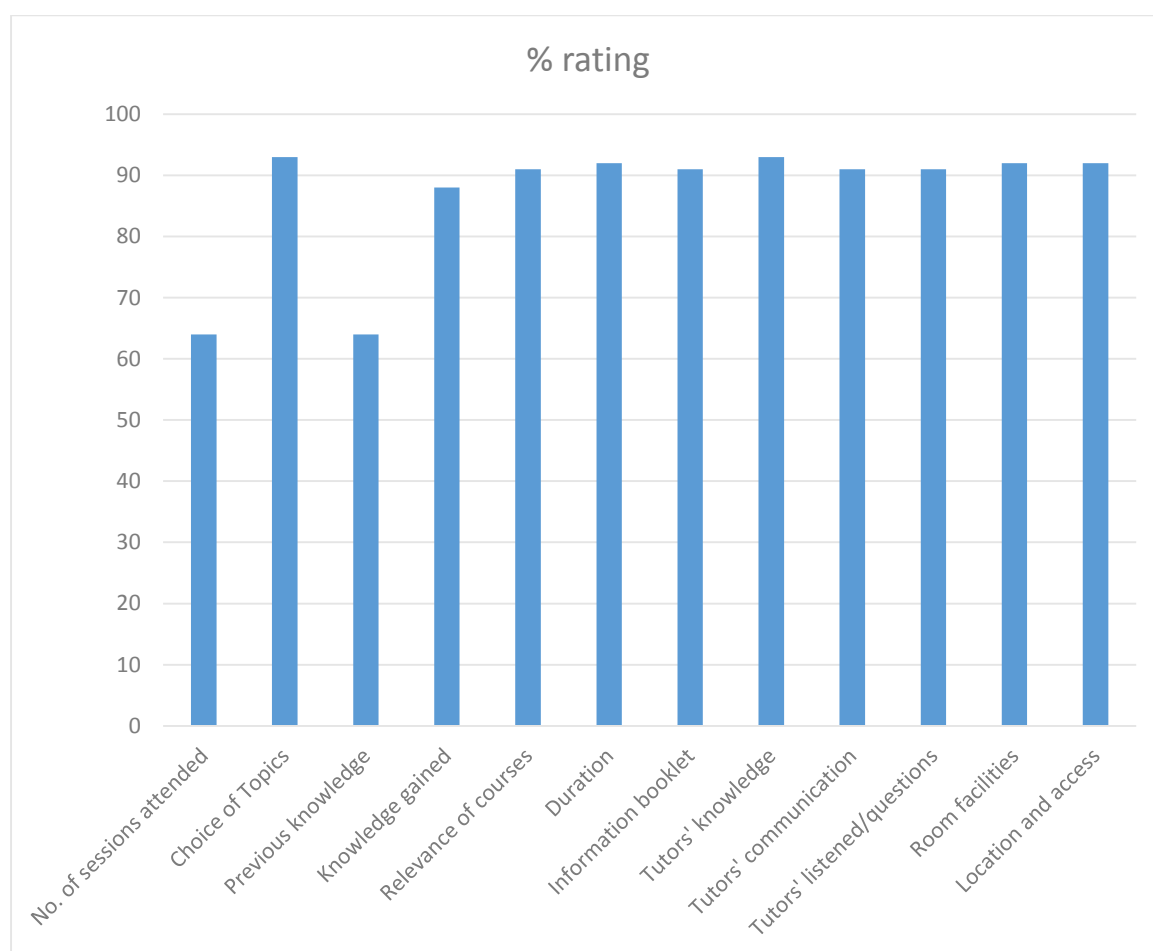
- 2.1 The Induction Programme was circulated to all District Council Candidates to give prior notice of the training expectations. Set out below are details of attendance at training sessions by new and returning Members and feedback received.



2.1 Feedback forms were completed at the end of each training session, giving a total satisfaction score of 95%. Forms to give an overall score for the complete Induction Programme were circulated to all Members and the total score came out at 91%. This also included the opportunity for Members to request one to one training for any sessions missed

Powerpoint presentations from the Induction Programme have been uploaded onto the Members' Extranet Site for future reference.

2.2 Overall feedback from the induction programme



Sixteen responses were received to the request for overall feedback on the Induction process.

Sessions cited as being particularly useful were:

- Role in the Community
- Corporate Plan
- How the Council makes decisions
- Safeguarding
- Licensing
- Planning

Five councillors stated that they had all been useful
One councillor felt the 'How the Council makes decisions' had not been useful
One Councillor said that as a new Councillor all sessions were of use

Other sessions requested included:

- Allowances, expenses, tax
- More Planning and Roles & Responsibilities
- IT
- Map
- Handouts
- Meeting schedule

Further sessions requested for missed slots

- Standards
- Planning
- Risks
- How the Council Makes Decisions
- G&A

Additional comments were:

- The council has tried to train all new Councillors and some old ones!
- The 2 hour allotted slot was about right for content but a 5 minute (literally) break after an hour would have greatly aided concentration – especially for sessions such as Licensing which went over 2 hours
- I think a lot of effort was put into this induction programme, every session I attended was well run and very informative
- Please repeat follow up sessions after the above has sunk in more. Maybe focus on which committee each councillor is actually a member of. It was a lot to take in
- thank you to all those who gave their time and expertise to those who attended the sessions
- I wonder if in future doing a weekend conference at somewhere like Hemswell Court might encourage attendance?
- As a new councillor I found all the sessions extremely useful and would welcome more over the coming months
- This is the first attempt at this style of induction and worked well in the main. The initial session ought to have been communicated better prior to the session as to its importance. There are still many members who do not attend training which needs to be addressed somehow
- A valuable and useful insight into a councillor's role and responsibilities and the relationship with officers
- the Planning training was interesting, and the Governance and Audit Committee training. The latter was before a meeting and I thought it was too long to include with a following meeting. I

also thought there was too much information on each slide and it could have been reduced to important headings with links to other sources of information.

- I thought the whole programme was excellent and very well presented. It must have been especially reassuring for new Members. I was sorry that I was unable to attend more sessions.
- As a new Councillor I felt that some of the sessions were too rushed and could have done with being longer to cover all the information properly, I particularly thought that about the Planning Training.

3. Next Steps

The Induction Programme is viewed as the first stage in a four year development programme for Members. Interviews will be arranged individually with each Member to collate a development plan and from these appropriate training sessions can be booked to deliver the requested training requirements.

The proposed timeline is as follows:

Interviews with Members	September – November 2015
Analysis and production of Development Plan	December 2015
Sourcing of training and roll-out	January onwards 2016