



Governance and Audit

Tuesday, 6 November 2018

Subject: Member Development – Draft Programme for Induction 2019

Report by:

Executive Director of Resources

Contact Officer:

Ele Durrant
Democratic and Civic Officer
01427 676606
Ele.Durrant@west-lindsey.gov.uk

Purpose / Summary:

To present the draft programme for the 2019 Member Induction and inform Members of discussions to date within the Member Development Group

RECOMMENDATION(S):

1. That Members approve the draft schedule for the 2019 Member Induction.

IMPLICATIONS

Legal: Members must receive training to sit on certain previously agreed Committees. If this training is not provided, the Council could be open to judicial review.

Financial: FIN/141/19 - Any amendments to the Member Development Plan would be subject to the limitations of existing budgets and therefore no new financial implications have been identified.

Staffing: Any staffing requirements for training events or development opportunities would be met within existing staff numbers and there are no additional duties identified outside of existing job roles.

Equality and Diversity including Human Rights: Consideration has been given to how training expectations may impact Members' travel requirements and how these can be limiting according to location or disability. Alternative methods of delivery are being considered and will be prioritised where appropriate.

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:

Report to G&A Committee 19 June 2018 – Member Development (Item 12)

<https://democracy.west-lindsey.gov.uk/documents/s8574/Member%20Development%20-%20Committee%20Report%20GA%20June%202018.pdf>

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

x

Key Decision:

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

Yes

☐

No

x

1 Introduction

- 1.1 In July 2018 the Governance and Audit Committee agreed to the establishment of a Member Development Group with the aim of re-writing the Member Development Plan and focussing on the Member Induction for 2019.
- 1.2 This report presents Members with the draft programme for the 2019 induction alongside a summary of discussions so far within the Member Development Group.
- 1.3 Members are asked to review the draft induction schedule and approve or offer amendments as appropriate in order that the timetable can be finalised.

2 Draft Programme – Member Induction 2019

- 2.1 The draft induction schedule is attached as appendix i. This has been built around the modular programme used for the 2015 induction with some amendments to course content and timings as discussed in the Member Development Group.
- 2.2 The draft programme, attached as appendix ii, covers only the first weeks after elections. For newly elected Members especially, there will be a longer period of induction which will include options for attendance at all committees and ‘refresher’ sessions after approximately three months. These would be dependent on need, as identified by Members at the time.
- 2.3 The primary aspect for approval at this time is the draft schedule. Once this has been approved, external providers can be arranged as necessary and the written contents of the programme may be subject to change. The design of the programme is also being re-worked within the council’s Communications Team and will be shared for comment with the Member Development Group.

3 Member Development Group

- 3.1 The Member Development Group has met on two occasions, the minutes of which are attached as appendix iii and iv.
- 3.2 The focus of the group has been the 2019 induction, however there has also been significant discussion regarding the importance of alternative methods of delivery for training modules and the need for a comprehensive induction programme for those Members who are elected in by-elections.
- 3.3 It has been agreed that once the schedule has been approved, alternative options for the induction sessions and beyond will be

explored and used wherever possible. Members will be kept informed of other options on a session-by-session basis.

- 3.4 The induction options for Councillors being elected via by-elections have also been discussed within the Democratic Services team. It has been agreed that the team will provide something of a bespoke service on an as-required basis. The induction period following a by-election will be structured in a similar way to the main induction but arranged in agreement with the Councillor and in consideration of the committee timetable.
- 3.5 The next meeting of the Member Development Group is scheduled to take place on Wednesday 14 November 2018 where any amendments required following the comments made by this Committee will be finalised.

4 Conclusion

- 4.1 Members are asked to:
 - 4.1.1 Approve the draft schedule for the 2019 Member Induction.