

West Lindsey District Council

Councillor Induction Programme - 2019



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Welcome

Welcome letter to all Councillors from the Monitoring Officer [TBC]

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

Event	Content	Date	Time	Councillors invited
Welcome to the Council Meet the Directors Tour of WLDC part of offices	Welcome to the Council to include: <ul style="list-style-type: none"> • Welcome from the Executive Directors • Acceptance of Office • Distribution of car parking passes • Members' Allowance scheme • Disclosable Pecuniary Interests (help with forms) • Meet Senior Managers and the Democratic Services Team • Work of the District Council 	Tues 7 May	6pm-8pm	All*
		Weds 8 May	9am-1pm	
How the Council makes decisions	to include: <ul style="list-style-type: none"> • Corporate Plan • Council & Committees • Standing Orders • Constitution/Protocols • Finance • Webcasting 	Weds 8 May	2pm-4pm	All
		Fri 10 May	10am-12pm	
Commercial Awareness	An overview of the commercial focus of the council, how commerciality sits within local government and future plans.	Weds 8 May	6pm-8pm	All
		Mon 13 May	2pm-4pm	
Overview of Committees	A general flavour of the work undertaken by each of the Policy, Regulatory and Scrutiny Committees	Thurs 9 May	6-8pm	All Particularly relevant for new Councillors
		Fri 10 May	2pm-4pm	
Risks, Protection and Policies	to include: <ul style="list-style-type: none"> • Risk Management • Data Protection • Freedom of Information • Information Governance • Equality and Diversity • Health and Safety • PEEPs • Lone Working • IT policy 	Thurs 9 May	10am-12pm	All*
		Tues 14 May	6pm-8pm	

Your role in the local community	to include: <ul style="list-style-type: none"> • Defining your role as a community leader • Grant Funding and CIF • Enforcement and ASB 	Thurs 9 May Mon 13 May	2pm-4pm 6pm-8pm	All
Standards and Communications	to include: <ul style="list-style-type: none"> • Dealing with the media • Social media • Protocols • Code of Conduct 	Tues 14 May Weds 15 May	2pm-4pm 6pm-8pm	All
Safeguarding	Basic awareness of safeguarding responsibilities for those in public office	Weds 15 May Tues 21 May	2pm-4pm 6pm-8pm	All
Introduction to Scrutiny	to include: An introduction to the work of Scrutiny Understanding your role in a Council meeting	TBC (to be provided by external auditors)		All
Planning Committee	To include: <ul style="list-style-type: none"> • Decision making • Predetermination • Planning policies 	Weds 22 May TBC		All welcome, but mandatory for Members of Planning Committee*
Work of the Governance and Audit Committee	To include: <ul style="list-style-type: none"> • Audit • Risk management • Fraud • Reviewing financial reporting 	Tues 18 June	Prior to 1 st cttee	All welcome, but mandatory for Members of Governance and Audit Committee*
Licensing Sub Committees	to include: <ul style="list-style-type: none"> • Liquor Licensing • Taxi & General Licensing 	TBC		All welcome, but Mandatory for Licensing Sub Committees*

Welcome to the Council and Meet the Directors

Tuesday 7 May 2019 6-8pm

Wednesday 8 May 2019 9am-1pm

Council Chamber

Overview of session

A workshop style event which is essential for **all Councillors** and involves your legal Acceptance of Office. You will have the opportunity for all administrative elements to be addressed in one session (such as financial details for expense claims, declarations of interest and collecting car park passes) and for new Councillors to be given a tour of council offices.

There will be meet and greet sessions with the Executive Directors and an introduction to the members of the Democratic Services team. This will include details of your main point of contact for the initial induction period and beyond.

All Councillors will receive their allocated IT equipment and have the opportunity to arrange a 1:1 IT induction session.

How will the session benefit me?

For new and returning Councillors this session will ensure your term of office begins as smoothly as possible with the opportunity to complete all required paperwork and forms within one sitting. It will provide you with important tools and information for your role and provide you the opportunity to ask those burning questions as they arise.

Who should attend?

All Councillors

How the Council Makes Decisions

Wednesday 8 May 2019 2pm-4pm

Friday 10 May 2019 10am-12pm

Council Chamber

Ian Knowles
Alan Robinson
James O'Shaughnessy
Richard Quirke

Democratic and Civic Officers
Katie Coughlan
James Welbourn
Ele Durrant

Overview of session

to include:

- Corporate Plan
- Council & Committees
- Standing Orders
- Constitution/Protocols
- Finance and Procurement
- 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 West Lindsey District Council and the process by which strategies and policies are formulated and then agreed.

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

Thursday 9 May 2019 6-8 pm

Friday 10 May 2019 2pm-4pm

Council Chamber

Mark Sturgess
Ian Knowles
Tracey Bircumshaw (tel 676560)
Phil Hinch (tel 676610)

Overview of session

to include:

- Planning Committee
- Governance and Audit Committee
- Scrutiny (Challenge & Improvement Committee)
- Licensing and Regulatory and sub-committees
- Corporate Policy and Resources Committee
- Prosperous Communities Committee

How will the session benefit me?

This session is designed to give an overview of each of the policy, 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 Policies

Thursday 9 May 2019 10am-12pm

Tuesday 14 May 2019 6-8pm

Council Chamber

Ian Knowles
Alan Robinson
Jeannette Anderson (tel 676649)
Steve Anderson (tel 676652)

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
- Modern.gov

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

Thursday 9 May 2019 2-4pm Council Chamber

Monday 13 May 2019 6pm-8pm Trent/Ancholme

Alan Robinson
Grant White (tel 676145)
Andy Gray (tel 675195)
Paula Danville (Senior Emergency
Planning Officer)

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.

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.

Emergency Planning and Community Resilience.

This session will give you a brief overview of the legal framework of Emergency Planning (and response) and your role in an emergency

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.

Commercial Awareness

Wednesday 8 May 2019 6pm-8pm

Monday 13 May 2019 2pm-4pm

Council Chamber

PRESENTERS TBC

Overview of session

To include aspects of: Corporate Plan, Commercial plan, Medium Term Financial Plan

Based on session provided in early 2018

How will the session benefit me?

TBC

Who should attend?

All Councillors.

Standards and Communications

Tuesday 14 May 2019 2pm-4pm Trent/Ancholme/Chamber

Wednesday 15 May 2019 6pm-8pm Council Chamber

Alan Robinson
Peter Walton
Julie Heath (tel 676502)

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 Council's Code of Conduct and enable Members to be aware of the potential impacts of their behaviour.

The session will also 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.

Who should attend?

All new and existing Councillors should attend particularly in light of the growth of digital engagement and social media.

Safeguarding

Wednesday 15 May 2019 2-4pm Trent/Ancholme

Tuesday 21 May 2019 6-8pm Council Chamber

Mark Sturgess
Rachel Parkin

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 regarding safeguarding and what to do and how to report, and to encourage Members to read these policies a brief summary of each will be given.

Who should attend?

It is recommended that all Councillors attend this session.

Introduction to Scrutiny

Session to be arranged with external auditors

Planning Committee training

TBC [NB: it is intended for there to be two separate sessions – 1 for Committee Members, another to inform and advise (non-cttee) Members of planning considerations as a Ward Member]

Council Chamber

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:

- The Role of Councillors on the Planning Committee
- Material Planning Considerations
- Predetermination

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

Tuesday 18 June – prior to the first Committee

Council Chamber

Ian Knowles

Lucy Pledge (Head of Audit and Risk Management - LCC)

Tracey Bircumshaw (tel 676560)

James O'Shaughnessy (tel 676537)

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 and Regulatory and Sub Committees

Two separate sessions covering different aspects of Licensing
TBC – external providers

Council Chamber

Overview of sessions

These sessions will provide an insight into the workings of the following regulatory and other committees:

- Licensing and Regulatory Committee - What they do and what they cannot do?
- Taxi and General Licensing Sub Committee – What is the remit of the Members of this panel? How many licensable activities does this panel cover? What powers do you have? Can you take away a person's licence even if the Court have not? What are the rules of natural Justice? Would you have to go to Court if a decision is appealed against? Are there Human Rights implications?
- Licensing Sub Committee – as above

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 sessions, 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?

All Councillors appointed to any of the above Committees MUST take part in the training sessions.

These sessions 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.

Contacts List

[to be replaced/amended to include diagram of key officers]

Executive Director of Operations and Head of Paid Service

Mark Sturgess 01427 676687
mark.sturgess@west-lindsey.gov.uk 07824 548149

Executive Director of Economic and Commercial Growth

Eve Fawcett-Moralee 01427 676535
eve.fawcett-moralee@west-lindsey.gov.uk 07890 610178

Executive Director of Resources and S151 Officer

Ian Knowles 01427 675183
ian.knowles@west-lindsey.gov.uk 07776 163765

PAs

Rachel Saville 01427 676689
rachel.saville@west-lindsey.gov.uk

Jeanette Lloyd 01427 676521
jeanette.lloyd@west-lindsey.gov.uk

Claire Hill (Temp) 01427 676501
claire.hill@west-lindsey.gov.uk

Carolyn Lancaster 01427 676682
carolyn.lancaster@west-lindsey.gov.uk

Strategic Lead Governance and People/Returning Officer/Monitoring Officer

Alan Robinson 01427 676509
alan.robinson@west-lindsey.gov.uk 07775 026237

Strategic Lead – Customer First

Michelle Carrington 01427 675134
michelle.carrington@west-lindsey.gov.uk 07890 610173

Senior Democratic & Civic Officer

Katie Coughlan 01427 676594
katie.coughlan@west-lindsey.gov.uk

Democratic & Civic Officers

Ele Durrant 01427 676606
ele.durrant@west-lindsey.gov.uk

James Welbourn 01427 676595
james.welbourn@west-lindsey.gov.uk

Democratic & Civic Officer (Civic)

Trudi Hayes 01427 676686
trudi.hayes@west-lindsey.gov.uk

Support Officer

Sue Norman 01427 676563
susan.norman@west-lindsey.gov.uk

Induction Timetable

	Monday 29 April	Tuesday 30 April	Wednesday 1 May	Thursday 2 May [into Friday]	Friday 3 May
Morning				ELECTION	ELECTION COUNT & ACCEPTANCE OF OFFICE
Afternoon					
Evening					

	Monday 6 May	Tuesday 7 May	Wednesday 8 May	Thursday 9 May	Friday 10 May
Morning	BANK HOLIDAY		Welcome to the Council (9am-1pm)	Risks, Protection & Policies	How the Council makes decisions
Afternoon			How the Council makes decisions	Your role in the local community	Overview of Committees
Evening		Welcome to the Council	Commercial Awareness	Overview of Committees	

	Monday 13 May	Tuesday 14 May	Wednesday 15 May	Thursday 16 May	Friday 17 May
Morning	Bookable Slots for IT Induction	Bookable Slots for IT Induction	Bookable Slots for IT Induction	Bookable Slots for IT Induction	Bookable Slots for IT Induction
Afternoon	Commercial Awareness	Standards and Communications	Safeguarding		
Evening	Your role in the local community	Risks, Protection & Policies	Standards and Communications		

	Monday 20 May	Tuesday 21 May	Wednesday 22 May	Thursday 23 May	Friday 24 May
Morning	<i>catch up sessions</i>				
Afternoon	<i>catch up sessions</i>				
Evening	Annual Council Meeting *TBC	Safeguarding			