



## **By-Election Induction Programme (template)**

### **Key Officers**

Chief Executive  
Monitoring Officer  
Senior Communications Officer  
Data Protection Officer  
Housing and Environmental Enforcement Manager  
Community Engagement Officer  
Safeguarding Co-ordinator  
Democratic and Civic Officers

### **Location**

Members' Room, First Floor, Guildhall

### **Days & Times**

To be arranged with you as the individual Councillor. If you are able to attend during usual office hours, we would suggest two daytime sessions of 3 hours each. If you prefer to attend these sessions in an evening, we would recommend three shorter evening sessions of 2 hours each. The emphasis is working around your availability.

### **Session Topics**

These will be reviewed prior to each by-election induction to ensure all sessions provided remain relevant and no areas of change are excluded or overlooked.

Full session details are provided in the main Induction Programme, against which this template is to be compared on each occasion. Summary information is provided in the table below.

Some areas of induction will be covered within one session, according to the involvement of the Key Officer. For example, 'How the Council Makes Decisions' and 'Overview of Committees' will often go hand in hand and be covered within one session with the Monitoring Officer.

Event	Content
<b>Welcome to the Council</b>  <b>Meet the Chief Executive</b>  <b>Tour of WLDC part of offices</b>	Welcome to the Council to include: <ul style="list-style-type: none"> <li>• Welcome from the Chief Executive</li> <li>• <b>Acceptance of Office</b></li> <li>• Distribution of car parking pass &amp; info</li> <li>• Members' Allowance scheme</li> <li>• Disclosable Pecuniary Interests (help with forms)</li> <li>• Meet Senior Managers and the Democratic Services Team</li> <li>• Distribution of IT equipment</li> <li>• Arrange further induction sessions</li> </ul>
<b>How the Council Makes Decisions</b>	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> </ul>
<b>Economic Growth Strategy (previously known as Commercial Awareness)</b>	An overview of the commercial focus of the council, how commerciality sits within local government and future plans.
<b>Overview of Committees</b>	A general flavour of the work undertaken by each of the Policy, Regulatory and Scrutiny Committees
<b>Risks, Protection and Policies</b>	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>• IT policy</li> </ul>
<b>Your Role in the Local Community</b>	to include: <ul style="list-style-type: none"> <li>• Defining your role as a community leader</li> <li>• Grant Funding and CIF</li> <li>• Enforcement and ASB</li> </ul>
<b>Standards and Communications</b>	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>
<b>Safeguarding</b>	Basic awareness of safeguarding responsibilities for those in public office

The following areas of induction may be mandatory (or not required) according to your Committee membership. The sessions are usually offered to all Councillors as part of the general induction, however, in the event of a by-election, the sessions will only be offered if you are sitting on the relevant Committee. You will be invited to attend subsequent training sessions as they occur.

The exception to this is the offer of an 'Introduction to Planning' session which will provide you with the basics of WLDC planning requirements and expectations of Councillors. If this is something you would be interested in, regardless of membership of the Planning Committee, we will include this session in your induction.

<b>Event</b>	<b>Content</b>
<b>Planning Committee</b>	To include: <ul style="list-style-type: none"><li>• Decision making</li><li>• Predetermination</li><li>• Planning policies</li></ul>
<b>Work of the Governance and Audit Committee</b>	To include: <ul style="list-style-type: none"><li>• Audit</li><li>• Risk management</li><li>• Fraud</li><li>• Reviewing financial reporting</li></ul>
<b>Licensing Sub Committees</b>	to include: <ul style="list-style-type: none"><li>• Liquor Licensing</li><li>• Taxi &amp; General Licensing</li></ul>

## **Post-Induction Feedback**

You will be contacted using your West Lindsey email address to request feedback following the completion of the induction programme. Please do be honest in your responses, as this will help us to improve the service we provide. If there are any areas in which you would like further sessions or more information, please let the team know and we can arrange this as necessary with the Key Officer.

## **Follow-up Protocol**

We will also contact you further down the line to ensure you continue to feel supported and have access to any further information or development sessions as necessary. The timing of this follow-up will depend on:

- how quickly your induction took place post-election;
- the details of your induction feedback and whether any additional sessions were provided at that time;

- the content of our ongoing contact with you (ie, we will be somewhat led by you and whether you have identified any further areas of need).

It is anticipated that this follow up contact will take place no earlier than 3 months post-election and no later than 6 months post-election. This will not affect any other concerns or questions you wish to raise at any point during your term of office.