



**Governance and Audit
Committee**

Tuesday, 24 January 2023

Subject: Member Development - 2023 Full Member Induction Programme

Report by:

Monitoring Officer

Contact Officer:

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Purpose / Summary:

To approve the 2023 Full Member Induction Programme timetable, to take place following the all-out elections in May 2023

RECOMMENDATION(S):

- 1. the 2023 Full Member Induction Programme timetable be approved.**

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/142/23

Member Development has existing budget of £19,800 for 2023/24. There are no new financial implications at this stage and it is hoped that any proposals could be contained within existing budget provision.

Staffing: Any staffing requirements for training events or development opportunities would be met within existing staff numbers.

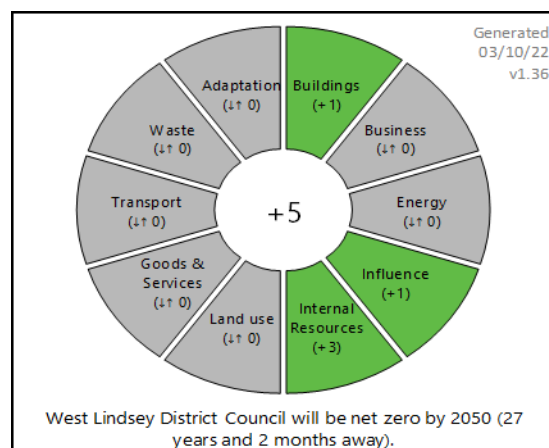
Equality and Diversity including Human Rights: As far as possible, sessions are provided in differing formats and at a variety of times in order to accommodate individual requirements.

Data Protection Implications: None identified

Climate Related Risks and Opportunities: Whilst there is a greater focus on face-to-face sessions through the Induction Programme, as the Member Development Programme is developed throughout 2023 and beyond, priority will be given to providing sessions in a virtual capacity where possible in order to minimise the need for Councillors to travel, thus helping to reduce associated emissions.

New Members will be given tablets or laptops to ensure they can operate in a paperless way

There will also be opportunities for new Members to understand the role of the Climate Change working group as part of Greater Understanding of the Council sessions.



Section 17 Crime and Disorder Considerations: None identified

Health Implications: None identified

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

Risk Assessment :

N/A

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 The Governance and Audit Committee is responsible for the monitoring of Member Development and, at its meeting on 11 October 2022, resolved to receive an additional report at its January 2023 meeting, in order to consider, and approve, the timetable for the 2023 Full Member Induction Programme.
- 1.2 As detailed in the Member Development Annual Report 2021/2022, Officers had begun preparations for the 2023 Full Member Induction Programme earlier in 2022, using the programme from 2019 as a strong foundation to build from. Where suggestions for improvements or additional sessions had been received, these had been incorporated into the proposals for 2023. [These inclusions can be found detailed in section 2.2 of this report.]
- 1.3 It is requested that the Committee approve the 2023 Full Member Induction Programme timetable as provided at Appendix 1.

2 Summary of Programme Contents

- 2.1 The content of the Induction Programme has grown since 2019. As mentioned above, the following inclusions have been made for the 2023 programme, following feedback over the preceding four years since 2019.
- 2.2 Table of Inclusions for Member Induction Programme 2023

Request / Feedback	Proposed Addition / Amendment
Introduction to Council Services for new Cllrs	Service Fayre day 1 & 2 of Induction period
Use of Chamber tech	Webcasting etiquette sessions to be extended to include practical use of equipment, with hints and tips to be included
Role of the Auditors	To be included in the first year programme for G&A Cttee Members (open to all)
Awareness of Standing Orders [<i>rules of debate</i>]	To be included in the programme and obligatory for Chairs & Vice Chairs
Feedback re timings of sessions	Some sessions from 2019 have been separated out in order to reduce some session times whilst maximising focus on those areas (eg enforcement will become a standalone session)
'greater understanding of the work of the council'	Introduction of internally provided 'information sessions', more specifically aimed at new Cllrs but helpful to all (eg Corporate Plan and MTFP, CLLP & NPs, Environmental & Sustainability Strategy amongst others)

Tech support	Additional sessions to be provided to Cllrs as were offered in 2019, however there will be greater focus on the functionality of, eg, MS Teams and use of such within the council
Delivery methods	Whilst many sessions will remain face-to-face, hybrid sessions will be incorporated into the induction, as well as fully virtual sessions where appropriate. The set up on LearningPool will be a part of the Induction work of the team and Cllrs will be directed to additional resources using that online platform.

2.3 Session Times

2.3.1 On the whole, sessions are booked to take place during the following time slots:

- 12.30pm – 2.00pm
- 2.30pm – 4.00pm
- 4.30pm – 6.00pm
- 6.30pm – 8.00pm

2.3.2 These are shorter sessions than those programmed in 2019, following feedback from Councillors. There are also shorter breaks between sessions, with the intention being to maximise the use of Councillor time spent at the Guildhall. This is following comments regarding ‘hanging around’ time during the 2019 timetable.

2.3.3 The morning sessions are reserved for bookable IT induction slots, and also to enable Officers to provide closer support to any Councillor who may require it. For example, to complete paperwork and such like. It is also intended that, for those Councillors who choose to attend as many sessions as possible, this will provide them with an improved balance of use of time.

2.4 Session Topics / Subject Areas

2.4.1 The following is a list of those sessions that would be considered ‘training’ areas, for new and returning Members:

- How the Council Makes Decisions
- Overview of Committees
- Your Role in the Local Community
- Enforcement and Anti-social Behaviour (ASB)
- Risks, Protections and Policies
- Data Protection, Freedom of Information and Information Governance
- Use of Chamber Equipment
- Introduction to Planning
- Member / Officer Relations and Communications

- Safeguarding
- Standing Orders / Rules of Debate
- Code of Conduct
- Declarable Interests
- Webcasting Etiquette
- Emergency Planning and Flooding

2.4.1 The following is a list of training sessions which would be mandatory for the Members of the associated Committee:

- Full day – Planning
- Full day – Licensing and Regulatory
- Half day – work of the G&A Committee and the Role of Auditors
- Evening session – The Role of Overview and Scrutiny
- w/c 22 May onwards – repeat sessions of Standing Orders / Rules of Debate, obligatory for Committee Chairs and Vice Chairs (to be arranged either as individual sessions or for multiple attendees, to be confirmed post Annual Council)

2.4.2 There will also be a selection of information sessions, which will be conducted as hybrid, with the recordings available for Members to access after the event. These topics are as follows:

- Corporate Plan & MTFP
- WLDC External Companies
- Central Lincolnshire Local Plan & Neighbourhood Plans
- Levelling Up Fund
- Environment & Sustainability Strategy
- UK Shared Prosperity Fund
- Progress & Delivery: WLDC Performance Management

3 Conclusion

3.1 The Induction timetable will form part of the pack that is distributed to all election candidates. With this in mind, it must be formalised prior to those packs being prepared for distribution.

3.2 At this current stage, there may be slight amendments required to specific sessions, for example, the order of the hybrid information sessions may change or internally-run ‘training’ sessions may be ordered slightly differently. However, any amendments will be minimal and not impact on the overall timetable. The planned time slots, subject areas and delivery methods will remain as detailed within this report.

3.3 With this in mind, Members are asked to approve the 2023 Full Member Induction Programme timetable.