

Title of Report:	Proposed Member Induction and Development Programmes for 2015/16
Report to be considered by:	Council
Date of Meeting:	11 December 2014
Forward Plan Ref:	C2867

Purpose of Report: To ask Members to agree the proposed Member Induction and Development Programmes for 2015/16.

Recommended Action: To agree the proposed Member Induction and Development Programmes for 2015/16.

Reason for decision to be taken: To put in place a programme of induction sessions for new Members following the May 2015 District Council Election. To put in place a Member Development Programme for the 2015/16 Municipal Year.

Other options considered: Various sessions were put forward for inclusion in the programme these were discussed at Corporate Board, Corporate Management Team and Member Development Group

Key background documentation: None

The proposals will help achieve the following Council Strategy principles:

- CSP5 - Putting people first**
- CSP7 - Empowering people and communities**

The proposals contained in this report will help to achieve the above Council Strategy principles by:
ensuring that a robust induction programme is put in place for new and existing Members

Portfolio Member Details	
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Date Portfolio Member agreed report:	20 November 2014

Contact Officer Details	
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Implications

Policy:	The Member Induction programme will be delivered as part of the Member Development Strategy.
Financial:	The induction programme will be delivered within the existing budget.
Personnel:	N/A
Legal/Procurement:	N/A
Property:	N/A
Risk Management:	N/A

Is this item relevant to equality?	Please tick relevant boxes	Yes	No
Does the policy affect service users, employees or the wider community and:			
• Is it likely to affect people with particular protected characteristics differently?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Is it a major policy, significantly affecting how functions are delivered?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Will the policy have a significant impact on how other organisations operate in terms of equality?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to functions that engagement has identified as being important to people with particular protected characteristics?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the policy relate to an area with known inequalities?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outcome (Where one or more 'Yes' boxes are ticked, the item is relevant to equality)			
Relevant to equality - Complete an EIA available at www.westberks.gov.uk/eia			<input type="checkbox"/>
Not relevant to equality			<input checked="" type="checkbox"/>

Is this item subject to call-in?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input checked="" type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>
Report is to note only		<input type="checkbox"/>

Executive Summary

1. Introduction

- 1.1 District Council Elections will take place in West Berkshire in May 2015, alongside the Parliamentary Election. Traditionally, all Members but particularly newly elected Members are provided with an induction programme of training following the Election.
- 1.2 The Member Development Group met on 19th March 2014 and gave consideration to the Members Induction Programme that was provided after the District Council Elections in 2011. The Member Development Group agreed that the induction programme for 2015 should remain largely unchanged from 2011 but suggested that the programme should clearly state which sessions were relevant to new and/or existing Members and which of the sessions were mandatory. The group also suggested that standard sessions such as 'Finance and Policy' and additional training for Members should be removed from the induction programme and replaced by Member Development sessions later in 2015/16.
- 1.3 It is proposed that all Members receive new IT equipment following the Election. A small pilot group of Members and Senior Officers has been set up to test the new equipment from October 2014 to the end of January 2015 ready for implementation in May 2015. Full training will then be provided as part of the induction programme.

2. Proposals

- 2.1 That the proposed Member Induction and Development Programmes (attached at Appendix A) be agreed.

3. Equalities Impact Assessment Outcomes

- 3.1 All Members will be invited to take part in the induction programme unless a session states that it is for new Members only. At its meeting on 8th October 2014, the Member Development Group recommended that Equalities training should be mandatory for all Members.

4. Conclusion

- 4.1 In order to ensure that new and existing Members are in a position to undertake their roles as elected Councillors robust induction and training programme is put in place. Members are therefore encouraged to adopt the proposed programme which has been put together after both officer and Member groups have been consulted.

Appendices

Appendix A – Member Induction Programme

Consultees

Local Stakeholders: Member Development Group

Officers Consulted: Andy Day, Kevin Griffin, Moira Fraser, Corporate Board, Corporate Management Team and Member Development Group

Trade Union: N/a