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# Member Induction and Development Programme 2023/2024

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<b>Committee considering report:</b>	Council
<b>Date of Committee:</b>	16 March 2023
<b>Portfolio Member:</b>	Councillor Tom Marino
<b>Report Author:</b>	Stephen Chard
<b>Forward Plan Ref:</b>	C4264

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## 1 Purpose of the Report

To give consideration to, and agree, the proposed Member Induction and Development Programme for 2023/24 following the District Council Election in May 2023. The Programme was considered and endorsed by the Member Development Group on 27 February 2023.

## 2 Recommendations

Council is asked to:

- 2.1 Discuss and, if appropriate, agree the proposed Member Induction and Development Programme for 2023/24.
- 2.2 Authorise the Service Director – Strategy and Governance to regularly review and amend the Programme where necessary throughout the Municipal Year to ensure it remains relevant and fit for purpose.

## 3 Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	The Member Induction and Development programme will be delivered within the existing budget of £4k.
<b>Human Resource:</b>	The Member Induction and Development programme is established, managed and monitored by officers within Democratic Services. The delivery of sessions is cross-service, usually at Service Director/Head of Service level.

<b>Legal:</b>	Not applicable.			
<b>Risk Management:</b>	Not applicable.			
<b>Property:</b>	Not applicable.			
<b>Policy:</b>	The Member Induction and Development Programme will be delivered as part of the Member Development Strategy.			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		✓		
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		✓		
<b>Environmental Impact:</b>		✓		
<b>Health Impact:</b>		✓		
<b>ICT Impact:</b>		✓		
<b>Digital Services Impact:</b>		✓		

<b>Council Strategy Priorities:</b>		✓		
<b>Core Business:</b>		✓		
<b>Data Impact:</b>		✓		
<b>Consultation and Engagement:</b>	The Member Development Group reviewed the draft Programme at its meetings on 19 October 2022 and 27 February 2023.			

## 4 Supporting Information

### Introduction

4.1 District Council Elections will take place in West Berkshire in May 2023. Traditionally, all Members, but particularly newly elected Members, are provided with an initial induction programme of training following the Election. A Programme of Member Development is also run in the remainder of the year to brief all Members on relevant current issues.

### Background

4.2 The Member Development Group met on 19 October 2022 and 27 February 2023, and gave consideration to the draft Member Induction and Development Programme for 2023/24. This is based on the induction provided following the election in 2019 and subsequent yearly training programmes.

### Proposals

- 4.3 The key induction sessions will be mandatory for newly elected Members, although they are open to all Members to attend. Equally, as always, some development sessions remain mandatory for some or all Members. Details are as set out in the proposed Programme attached at Appendix A.
- 4.4 The Programme must remain flexible, with additional development sessions being added as and when a need is identified. To facilitate this, it is requested that the Service Director – Strategy and Governance be authorised to regularly review and amend the Programme where necessary throughout the Municipal Year to ensure it remains relevant and fit for purpose.

## 5 Other options considered

Various sessions were put forward for inclusion in the Programme and were considered by the Member Development Group. The alternative option available to Council is to not adopt a Member Induction and Development Programme.

## 6 Conclusion

The proposed Member Induction and Development Programme be approved by Council in order to be in place for May 2023. Training dates will be added to the Programme and made available to Members as soon as possible.

## 7 Appendices

### 7.1 Appendix A – Proposed Member Induction and Development Programme 2023/24

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#### Background Papers:

None.

#### Subject to Call-In:

Yes:  No:

- |  |                                     |
|--|-------------------------------------|
| 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 Committee 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"/>            |

**Wards affected:** All Members will be invited to participate in the Programme.

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