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| Report To: | STANDARDS AND PERSONNEL APPEALS COMMITTEE |
| Date: | 8 MARCH 2023 |
| Heading: | MEMBER INDUCTION PROGRAMME 2023 |
| Executive Lead Member: | NOT APPLICABLE |
| Ward/s: | NOT APPLICABLE |
| Key Decision: | NO |
| Subject to Call-In: | NO |

Purpose of Report

The purpose of this report is to present the Standards and Personnel Appeals Committee with further details regarding development of the Member Induction Programme 2023. This includes details of proposed training topics and a timetable of events from May 9 to May 12.

Recommendation(s)

Members of the Standards and Personal Appeals Committee are recommended to:

- a. Note the draft Member Induction Programme 2023 detailed within this report.
- b. Consider any appropriate amendments for the draft Member Induction Programme 2023.

Reasons for Recommendation(s)

Member induction, training, and development is an integral part of ensuring that the strategic aims and objectives of the Council are met in carrying out their duties of making local decisions and delivering better service delivery within the District.

Alternative Options Considered

Considerations were given to implementing a longer term induction programme over a number of weeks. However, Members of the Standards and Personnel Appeals Committee have indicated that a more focused approach at the outset is preferred.

Detailed Information

Local Elections will be held in May 2023 with 35 Councillors to be elected to represent the wards of the District as part of Ashfield District Council. As part of the preparations for the Elections, an induction programme for new and returning Councillors is being developed.

The intention of the programme is to help both new and returning Councillors prepare for their role and to outline the support and facilities available to them, whilst also fulfilling specific legal and mandatory training requirements relating to their acceptance of their new post.

As part of the agreed work programme, Members of the Standards and Personnel Appeals Committee have undertaken work to consider how new member induction and the associated training should be delivered following the May 2023 District Elections. Committee Members have reflected on experiences from the induction and training process in 2019 and made recommendations to guide the 2023 process.

Key points raised by Members have been:

- Initial training should be expanded to three days to allow Members to absorb information more easily.
- Where possible, smaller breakout rotating sessions should be utilised.
- IT training regarding use of the Council issued iPads was not well attended and requires delivery in a more focused approach.
- A stronger focus on Member behaviours and governance.
- A dedicated intranet page for Members to offer access to pertinent documents, agendas/minutes, online training etc.
- New Members to be furnished with a Glossary of Terms to aid familiarisation with local government terminology.

Mandatory Training

As set out in the Council's Constitution, within Part 5 – Members' Code of Conduct, Members must attend the mandatory training as below:

| Training | Scope | Frequency |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Planning Committee | <ul style="list-style-type: none">• Planning legislation and case law.• Local Plan• Policies & Procedures.• Role on Planning Committee.• Role of a Member of Local Planning Authority• Planning Code of Good Practice• Relationship to Members' Code of Conduct | Prior to sitting on Planning Committee minimum of every two years. Refresher training may be given more frequently. |

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| | <ul style="list-style-type: none"> • Development proposals and Interests under Members' Code of Conduct • Fettering Discretion in the Planning Process • Lobbying of and by Councillors • Contact with applicants, developers and objectors. • Role of Officers • Decision Making • Public Speaking at Meetings • Site Visits • How to determine Planning Applications | |
| Licensing Committee/Sub Committee | <ul style="list-style-type: none"> • Licensing legislation, policies, and procedures relevant to the remit of the Committee and its Sub-Committees. • General Principles of each Act • Role of Members • Ward Member Role • Licensing Objectives • Determining Licensing Applications | Prior to sitting on the Committee or its Sub Committees minimum of every four years. |
| Chief Officers Employment Committee and the Interview and Appraisal Sub Committee | <ul style="list-style-type: none"> • Recruitment and selection • Appraisals • Legislation, policies and practice within the remit of the Committee and its Sub-Committee | Prior to sitting on the Committee or its Sub Committees minimum of every four years. |
| Standards and Personnel Appeals and its Sub Committees | <ul style="list-style-type: none"> • Legislation, case law, policies, and procedures relevant to the remit of the Committee and its Sub-Committees | Prior to sitting on the Committee or its Sub Committees minimum of every four years. |
| Code of Conduct/Ethical Governance | <ul style="list-style-type: none"> • Understanding of the Members' Code of Conduct and the governance of the Council. Responsibilities and role as a Councillor. • Outline of Constitution • Promoting and maintaining high standards of conduct by Members • Code of Conduct (including Gifts and Hospitality) • The Register of Interests • Protocols • Guidance | At the point of election and on subsequent re-election(s) |

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| | <ul style="list-style-type: none"> • Dispensations Political Publicity – rules • Data Protection • Freedom of Information | |
| Equalities and Diversity | To tackle discrimination and social exclusion, promote equality of opportunity and foster good relations between all. | After each election. |
| Safeguarding | To provide guidance and advice to elected Members on: <ul style="list-style-type: none"> • Roles and responsibilities in relation to safeguarding children and vulnerable adults. • How Members should raise any concerns and receive assurance about children and adults who may be at risk. | Every 2 years |
| Fraud Awareness | To raise awareness of where fraud may occur in District Councils and what actions should be taken. | After each election and bi-annually thereafter |
| Chairperson (if appointed as a Chair) | To ensure that Members appointed to Chairmanships have the required knowledge, skills and attributes needed to become an effective Chairman. | Following initial appointment to position and subject to previous training or experience. |
| Lone Worker | Ensuring Members keep themselves safe. | After election or re-election. |

Induction Day 2019

Following the 2019 District Elections, an induction day was hosted and delivered as a drop in session. Members (both returning and new) attended a stall based system with the following stalls and teams in the Committee Room:

- Communications - photos taken for website and ID Cards
- Building Services – ID cards produced on entry.
- HR – Details taken for allowances/DBS checks.
- IT – Members were provided with iPads, login credentials, and signed IT policies.
- Democratic Services – Declaration of Acceptance of Office Book/Register of interests/Member details/training sign ups.

FIRST DRAFT INDUCTION AND TRAINING SCHEDULE 2023

(Timeslots subject to change)

Induction Drop-In Sessions – 9 May/10 May – Council Chamber/Committee Room

Two separate induction sessions set up for Tuesday 9 May from 10am to 1pm and Wednesday 10 May from 5pm to 8pm (following the first day of training). This information will be included in candidate packs.

The induction sessions will be stall based, including:

- Official photographs
- Access/ID cards
- Declaration of Acceptance of Office
- Building tours
- Payment information
- IT equipment handover
- Login credential setup
- Register of Interests
- Induction packs

Training Sessions – 10 May to 12 May (3 days) – Council Chamber/Committee Room

Note: As suggested by the Standards and Personnel Appeals Committee, some sessions will run concurrently to enable training to be delivered to smaller groups of Members. Sessions in the timetable with a group specified (group one/group two) indicate a smaller group session. Sessions not marked with a group will be delivered to all Members at the same time. Following the Elections, Members will be assigned to group one/group two and informed at the beginning of training on Wednesday 10 May.

Day One (10 May 2023)

| Time | Topic | Delivered By (Officers/External) |
|----------|----------------------------------------------------------------------------|----------------------------------|
| 9.30 am | Introduction from the Chief Executive/Corporate Leadership Team | CLT |
| 10.30 am | <i>Break</i> | |
| 11 am | Role of a Councillor/Ethical Governance (group one) | LGA |
| 11 am | Being a Councillor/Committee Meetings/Chairing Skills/Scrutiny (group two) | External - TBD |
| 1 pm | <i>Lunch</i> | |
| 2 pm | Role of a Councillor/Ethical Governance (group two) | LGA |

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| 2 pm | Being a Councillor/Committee Meetings/Chairing Skills/Scrutiny (group one) | External - TBD |
| 4 pm | <i>Finish</i> | |

Stall based induction session to be held between 5pm – 8pm as an alternative to the 10am – 1pm session the previous day.

Day Two (11 May 2023)

| Time | Topic | Delivered By (Officers/External) |
|----------|---------------------------|----------------------------------|
| 9.30 am | Local Government Finance | Corporate Resource Director |
| 10.30 am | <i>Break</i> | |
| 11 am | Equalities and Diversity* | External - TBC |
| 12 pm | <i>Lunch</i> | |
| 1 pm | Safeguarding | Internal - TBD |
| 2 pm | GDPR | Internal - TBD |
| 3 pm | <i>Break</i> | |
| 3.30 pm | IT (group one) | Internal - TBD |
| 4.30 pm | <i>Finish</i> | |

Day Three (12 May 2023)

| Time | Topic | Delivered By (Officers/External) |
|----------|------------------------------|----------------------------------|
| 9.30 am | Planning (group one) | Internal - TBD |
| 9.30 am | Licensing (group two) | Internal - TBD |
| 10.30 am | <i>Break</i> | |
| 11 am | Planning (group two) | Internal - TBD |
| 11 am | Licensing (group one) | Internal - TBD |
| 12 pm | <i>Lunch</i> | |
| 1 pm | Housing (group one) | Internal - TBD |
| 1 pm | Community Safety (group two) | Internal - TBD |
| 2 pm | Housing (group two) | Internal - TBD |

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| 2 pm | Community Safety (group one) | Internal - TBD |
| 3 pm | <i>Break</i> | |
| 3.30 pm | IT (group two) | Internal - TBD |
| 4.30 pm | <i>Finish</i> | |

Training to Follow

Further training will be delivered at a later time in accordance with mandatory training requirements and the Member Development Strategy.

- Further Code of Conduct training – to be delivered by LGA.
- Audit Committee/Fraud Awareness
- Chief Officers Employment Committee
- Risk and Emergency Planning
- Online training modules (e.g., Lone Working)

Implications

Corporate Plan:

In line with the established Corporate Plan, the Council strives to ensure effective community leadership through training, good governance, transparency, and accountability.

Legal:

As part of the induction process, Members will receive all mandatory training as specific in the Council’s Constitution. Members will also receive regarding the appropriate policies and procedures that are in place to support them carrying out their roles.

Finance:

Any costs associated with Member training and development will be met through the existing Member Training and Development Budget.

| Budget Area | Implication |
|---------------------------------------------|--------------------|
| General Fund – Revenue Budget | As above. |
| General Fund – Capital Programme | |
| Housing Revenue Account – Revenue Budget | |
| Housing Revenue Account – Capital Programme | |

Risk:

| Risk | Mitigation |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Insufficient Member training and development carries risks regarding decision making, debate, and representation. | A robust Member Induction Programme, alongside a longer-term Member Development Strategy, will ensure Members have the necessary skillset to carry out their role both within the District and representing their constituents at Council and other partner meetings. |

Human Resources:

There are no direct HR implications resulting from the recommendations within this report. However, the induction process will incorporate all appropriate HR considerations.

Environmental/Sustainability:

Environmental/sustainability implications will be considered on a case by case basis with regards to Member training. As part of the induction programme, Members will be informed of the Council's strategic direction, including environmental/sustainability implications.

Equalities:

Equalities and diversity training is part of the mandatory training for Members as specified in the Council's Constitution.

Other Implications:

None.

Reason(s) for Urgency

None.

Reason(s) for Exemption

None.

Background Papers

None.

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