Report To:	STANDARDS AND PERSONNEL APPEALS COMMITTEE
Date:	3 OCTOBER 2023
Heading:	MEMBER TRAINING AND INDUCTION PROGRAMME
Executive Lead Member:	NOT APPLICABLE
Ward/s:	ALL
Key Decision:	NO
Subject to Call-In:	NO

Purpose of Report

The Member Training and Induction Programme was added to the Standards and Personnel Appeals Committee workplan in July 2023. The purpose of this report is to facilitate discussion and review on the induction programme in 2023 as well as further training requirements.

Recommendation(s)

The Standards and Personnel Appeals Committee is recommended to:

a. Reflect on and review the Member Induction Programme 2023, identifying successes and areas for improvement in future programmes.

b. Discuss and identify ongoing training and development requirements for Members.

Reasons for Recommendation(s)

At the meeting held in July 2023, the Standards and Personnel Appeals Committee approved a workplan for the ensuing year. As part of the approved work programme, Members' Training and Induction Programme was added as a topic for the Committee to reflect on the 2023 induction process and further training plans.

Alternative Options Considered

Committee could choose not to review the 2023 induction programme. However, this is not recommended as it could

Detailed Information

MEMBER INDUCTION PROGRAMME 2023

Development

The Member Induction Programme 2023 was developed primarily through feedback provided by the Standards and Personnel Appeals Committee over the course of multiple meetings in the months leading up to the Election period.

The programme was developed to help both new and returning Councillors prepare for their role and to outline the support and facilities available, whilst also fulfilling mandatory training requirements.

In developing the programme, Members of the Standards and Personnel Appeals Committee undertook work to consider how the induction and associated training should be delivered, reflecting on previous training experiences and the Member Induction Programme 2019.

Key points raised by Members included:

- 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.

A first draft of the 2023 programme was presented to the Standards and Personnel Appeals Committee in March 2023, incorporating feedback received and outlining sessions. A draft was also presented to the Council's then Corporate Leadership Team and Extended Leadership Team for feedback.

Detailed below is the Member Induction Programme 2023 as it unfolded in the week following the District Elections.

Induction Drop-in Sessions

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

Time	Training Session	Venue	Delivered by
10am – 1pm	Induction drop-in session	Committee Room	- Democratic Services - IT - HR - Facilities
5pm – 8pm	Induction drop-in session	Committee Room	- Democratic Services - IT - HR - Facilities

Training – Day One

Time	Training Session	Venue	Delivered by
9.30am – 10.30am	Introduction from the Chief Executive and Senior Leadership Team	Council Chamber	Chief Executive/SLT
10.30am – 11am	Break		
11am – 1pm	Role of a Councillor	Council Chamber (group one)	LGA

Time	Training Session	Venue	Detail
11am – 1pm	Chairing Skills/Meeting Etiquette/Scrutiny	Committee Room (group two)	External Consultant
1pm – 2pm	Lunch		
2pm – 4pm	Role of a Councillor	Council Chamber (group two)	LGA
2pm – 4pm	Chairing Skills/Meeting Etiquette/Scrutiny	Committee Room (group one)	External Consultant
4pm	Finish		

Training – Day Two

Time	Training Session	Venue	Detail
9.30am – 11am	Planning	Council Chamber (group one)	Christine Sarris/Louise Ellis
9.30am – 11am	Licensing	Committee Room (group two)	Julian Alison
11am – 11.30am	Break		
11.30am – 1pm	Planning	Council Chamber (group two)	Christine Sarris/Louise Ellis

11.30am – 1pm	Licensing	Committee Room (group one)	Julian Alison
1pm – 2pm	Lunch		
2pm – 3pm	Safeguarding	Council Chamber	Antonio Taylor
3pm – 4pm	GDPR	Council Chamber	Louise Ellis
4pm – 4.30pm	Break		
4.30pm – 5.30pm	Neighbourhoods	Council Chamber	Alastair Blunkett
5.30pm	Finish		

Training – Day Three

Time	Training Session	Venue	Detail
9.30am – 10.30AM	Local Government Finance	Council Chamber	Pete Hudson
10.30am – 11am	Break		
11am – 12pm	Housing	Council Chamber (group one)	Paul Parkinson
11am – 12pm	IT	Committee Room (group two)	Andy Slate
12pm – 1pm	Lunch		
1pm – 2pm	Housing	Council Chamber (group two)	Paul Parkinson

1pm – 2pm	IT	Committee Room (group one)	Andy Slate
2pm – 3pm	Community Safety	Council Chamber	Antonio Taylor
3pm – 3.30pm	Break		
3.30pm – 5.30pm	Ethical Governance	Council Chamber	LGA
5.30pm	Finish		

As can be seen above, the following steps were taken in development of the programme in response to prior feedback:

- Training set out over three days instead of two
- Smaller, rotating training sessions where possible (IT/Planning/Licensing/Housing)
- A focus on governance and behaviours with external training providers delivering
- Additional training sessions compared to previous years (Finance/IT/Housing etc)

Attendance for each session during the induction days was as follows:

SESSION	NUMBER OF MEMBERS IN ATTENDANCE
INTRODUCTION FROM THE CEO	27
CHAIRING SKILLS, MEETING ETIQUETTE, AND SCRUTINY	26
ROLE OF A COUNCILLOR	25
PLANNING	30
LICENSING	25
SAFEGUARDING	29
GDPR	30
NEIGHBOURHOODS	23
LOCAL GOVERNMENT FINANCE	24
HOUSING	23
IT	23
COMMUNITY SAFETY	22
ETHICAL GOVERNANCE	22

MEMBER TRAINING

Constitutional Requirements

Members are reminded of the constitutional requirements in regard to Member training, set out in Part 5 of the Constitution and approved by Council each year. Most of these training requirements are covered as part of the induction process.

Training	Scope	Frequency
Planning Committee	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 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	Prior to sitting on Planning Committee minimum of every two years. Refresher training may be given more frequently.
Licensing Committee and its Sub-Committees	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	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-Committee occasional refresher training may be given.
Standards and Personnel Appeals and its Sub-Committees	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	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 Dispensations Political Publicity – rules Data Protection Freedom of Information	At the point of election and on subsequent re-election(s).
Equalities and Diversity	To tackle discrimination and social exclusion, promote equality of opportunity and foster good relations between all.	After each election. Members can evidence to the Monitoring Officer or Assistant Director – Democracy the completion of similar training within a reasonably recent timescale.
Safeguarding	To provide guidance and advice to elected Members on; • roles and responsibilities in relation to safeguarding children and vulnerable adults and • how Members should raise any concerns and receive assurance about children and adults who may be at risk.	Every 2 years. Members can evidence to the Monitoring Officer or Assistant Director – Democracy the completion of similar training within a reasonably recent timescale.
Lone Worker	Ensuring Members keep themselves safe	After election or re-election. Refresher (online) annually. Members can evidence to the Monitoring Officer or Assistant Director – Democracy the completion of similar training within a reasonably recent timescale.

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. Members can evidence to the Monitoring Officer or Assistant Director – Democracy the completion of similar training within a reasonably recent timescale.

Following the induction programme, Members have been offered further training opportunities, including catch up sessions for those Members unable to attend during the induction week.

- 5 June 2023: IT Equipment Drop in – MyView, Mod.gov, and ELA set up
- 7 June 2023: GDPR Catch up session
- 9 June 2023: Planning Catch up session
- 12 June 2023: Chief Officers' Employment Committee training
- 3 July 2023: Local Plan Development Committee training
- 3 July 2023: Audit Committee and Fraud Awareness training
- 5 July 2023: Standards and Personnel Appeals Committee training

Following the drop in sessions held on 5 June 2023, Members have been able to access ELA – the Council's online training platform and have been enrolled on to several modules including Equalities and Lone Working. A report will be generated in early November to understand the completion rates for each module across the Council's membership.

Throughout October, consideration will be given to the next phase of Member training and development – Members of the Committee are asked to provide guidance and input on this process. Members are also reminded of the Member Development Strategy, developed by the Committee and approved by Council earlier this year. The Strategy provides guidance on how Members can identify development needs and request individual training.

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 received mandatory training as specific in the Council's Constitution. Members also received guidance regarding the appropriate policies and procedures that are in place to support them carrying out their roles.

Finance:

There are no direct financial implications resulting from the recommendations within this report.

Budget Area	Implication
General Fund – Revenue Budget	None.
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.

Environmental/Sustainability:

There are no direct environmental/sustainability implications resulting from the recommendations within this report.

Equalities:

There are no direct equalities implications resulting from the recommendations within this report.

Other Implications:

None.

Reason(s) for Urgency

None.

Reason(s) for Exemption

None.

Background Papers

None.

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