Member Induction Programme 2022

Consultation with Members

Member Induction 2022

- Aims of the Seminar:
  1. Set out the purpose of the Member Induction Programme
  2. Identify key criteria for its development and comparison to 2018
  3. Present a draft programme
  4. Take feedback and suggestions from Members

1 – Purpose of the Member Induction Programme

The programme covers all aspects of support for Members following the May 2022 elections, including:

- Admin and setup (logins, IDs, forms, access, emails, laptops, payment details etc)

- Statutory (Acceptance of Office, Code of Conduct, Declarations)

- Orientation and introductions (meeting key officers, tour of the Town Hall, learning about Council meetings)

- Training and Seminars (a set of seminars and training to introduce general issues and council services) – e.g. Housing, Social Care, Equalities, Scrutiny.

- **Sessions for New and Returning Members are included**

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2a – Key Criteria for developing the Plan

Some of the key considerations when developing the Plan:

1. Ensuring that statutory requirements are met quickly.

2. Giving all Directorates an opportunity to introduce themselves to Members

3. Balancing the pressure to provide information early with the need not to overload Members

4. Ensuring the exercise is valuable to Members and isn't just about the Council 'telling them what they need to know'

5. The value of holding events 'in person' against the availability of virtual tools making attendance easier

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2b – Comparison to 2018

- The 2018 Member Induction Plan received good feedback and was also noted favourably by governance reviewers.
- The 2022 Plan is therefore based on the structure of the 2018 programme.
- However, there are a few differences to note:
    - The Seminar programme is being reviewed to see if changes are appropriate
    - London Member Development Network feedback is to slow down the rate of seminars so that Members have time to digest each session
    - New technology means ICT training is particularly important
    - The intention is to also direct Members to various online training portals (e.g. LGC, Microsoft etc)
    - In Person sessions are still important but they must be well structured to be worth while.
    - Thinking about the role of Members in presenting some sessions.

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2c – Online Information Sources

- Members Hub
- Local Government Sector sites (LGA, LGC, CfPSG, LGiU etc)
- Microsoft
- Members Bulletin

- We will signpost Members to a lot of additional sources of information to explore in their own time.

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2d – Ongoing training including individual Member requirements

Feedback will be sought following the Member Induction programme which will be used to develop the continuing Member Learning & Development programme.

In addition, where useful, Members may be directed to training just for them.

- Members can complete training needs assessments to identify useful courses.
- This can include external training/courses where useful.

3 – Draft Programme

A summary of the draft programme is as follows:

1. Pre-election – notify all candidates of Induction Programme
2. Thursday 5 May – elections (sign acceptance of office)
3. Wednesday 11 May – Induction Day (IDs, laptops, tour, welcome evening with CLT etc)
   - (additional days available if needed for equipment, signing forms etc)
4. Wednesday 25 May – Annual Meeting of Council (including selecting Committee Chairs/Members)
5. Late May – June – statutory training – required training before Members take decisions
6. Late June to Autumn – seminar programme (draft version circulated at this seminar for comment)

Feedback and Suggestions

Break out into groups to answer the following questions and provide feedback:

1. Do you remember anything particularly good or bad from 2018?

2. Looking at the seminar programme – what is missing / unnecessary?

3. Do you have views on online/in person seminars or use of online training tools/portals?

4. Is there anything else we should consider?