



ELECTED MEMBER INDUCTION PROGRAMME

May - December 2023

Dear Councillor

Congratulations on your successful election as a Member of this Council.

The first few weeks as a new, or returning, Councillor can be a little daunting. You will have to absorb a lot of information very quickly, and with this in mind, this induction programme is crucial in providing you with support and guidance.

The induction programme has been developed and endorsed by **the Audit and Governance Committee** and aims to help you familiarise yourself with the council and your new role.

The programme starts Wednesday 10 May, with an opportunity for you to sign your Declaration of Acceptance of Office with the Chief Executive. This will be followed by sessions on the services you can access as a Councillor, key introductions, the protocols and procedures you will need to follow and role specific training.

I'm sure that you will find the programme valuable and strongly advise that you attend the events planned.

You will be able to register to attend sessions and keep a learning record as you progress through the training and all materials and online learning will be available to download at your convenience.

If you require any further information or assistance, please do not hesitate to contact me.

Yours sincerely

Bryn Roberts
Director of Governance

Contacts

To help you settle in, the officers below are on hand and ready to answer your questions, signpost you to support or provide more information.

Governance: Bryn Roberts, Director of Governance

Council Management Team:

www.york.gov.uk/CouncilManagementTeam

Democratic Services: Dawn Steel, Head of Governance

ICT: Roy Grant, Head of ICT

Facilities Management: Ian Asher, Head of Facilities

Policy and Strategy: Claire Foale, Assistant Director Policy and Strategy

Communications: Eddie Coates-Madden, Head of Communications

Business intelligence: Ian Cunningham, Head of Performance

Accessing the member induction programme

(screen shot of member induction area on modgov) Welcome to the new modgov members induction programme.

Here you will find a calendar of all the sessions, together with materials and videos to download and view at your convenience.

You will be able to register your attendance and keep a learning and development log to refer back to during the programme (TBC).

Members are expected to attend all sessions as indicated. Compulsory sessions can be attended in real time or downloaded later. Mandatory sessions should be attended in real time by relevant members indicated below (although will then be available to download later for everyone else).

Feedback forms will be provided so we can continuously improve the programme and how it's delivered. If you have any requirements or questions, please do let us know.

The member induction programme

Event	Date/time	Format	Content (external provider) <ul style="list-style-type: none"> indicates item available 	Councillors invited
Can I be an elected member?	Pre-election Date tbc	In person	Prospective councillors – polices and council support Meet elected councillors – what’s it like?	Prospective members only
Induction day one Welcome to the Council	10 May 2023 9.30am – 4.30pm	In person George Hudson Room	Meet the directors Overview of the council Role of members and officers (LGA) Overview of committees Health and safety Code of Conduct Introduction to democratic services Corporate parenting Introduction to human rights and equalities (external speaker) <ul style="list-style-type: none"> Acceptance of offer Disclosure of interests 	All Compulsory
Induction day two Welcome to the Council	11-12 May 2023	In person Members will be split into smaller groups	West Office induction – tour <ul style="list-style-type: none"> Badge/pass Introduction to your tech pack, how to access and use your devices (laptop and mobile) <ul style="list-style-type: none"> Tech pack 	All Compulsory

How the council makes decisions	12 May 2023	Online Available to download	Local democracy and decision making Council and committees Standing orders Constitution and protocols Finance and procurement Public participation	All Compulsory
Code of Conduct	15 May 2023	In person	Case studies from LGA Equalities duty Relationship with officers (LGA)	All Compulsory
Council strategy and policies	18 May 2023	In person A conference for the new Executive	Council strategy and policy framework York 2032, the 10-year strategies: Climate Change, Health and Wellbeing, Economic Growth, Skills The Local Plan, the Local Transport Strategy, Children and Young People Plan, Safeguarding Cultural Strategy, Equalities and inclusive council Horizon scanning: levelling up, devolution, integrated care system External affairs and strategic partnerships Financial plan and annual budget process Monitoring performance – impact and evaluation, resident engagement/consultation, monitor	

Climate Change development programme	TBC	In person (one hour sessions)	Climate Change Strategy Adaptation programme Adaptation – flood resilience Reducing carbon – buildings Reducing carbon – transport Role of Local Plan Carbon Literacy Reducing carbon – waste	All Optional
Making the most of meetings	22 May 2023	In person	Charing a meeting (agenda management, keeping to time, inviting comment) Participation in a meeting – representation, housekeeping items Representing your group at meetings – representation of the group and as a ward councillor, agenda management Contributing to a committee if you are not a member of it (LGA)	All members Compulsory Committee members Mandatory
Introduction to Scrutiny	26 May 2023	In person	An introduction to Scrutiny Your role in a council meeting Your role working with the representatives in a scrutiny meeting (LGA, Centre for Scrutiny and Governance)	All members Compulsory Committee members Mandatory
Being a ward councillor – council support	30 May 2023 10am – 1pm	In person	Introduction to ward and neighbourhood working – developing ward priorities, neighbourhood action plans, citizen engagement, the use of ward budgets, community hubs, asset based community development and wider communities and prevention	All members Compulsory

			service Member enquiries, case work, using MyAccount Influencing work programmes and annual reviews	
Planning Committee	2 June 2023 9am	Recorded for downloading	Predetermination The Local Plan Planning policies (PAS)	All members Compulsory Committee members Mandatory
Unitary and Parish Councils	6 June 2023 5.30pm – 6.30pm	In person	Relationships building and differences between unitary and parish councils (Sheena Spence, Yorkshire Local Council Association)	Members who work with/in parish councils
Risks protections and policies	9 June 2023	Online (with links to the policies)	Policies relevant to members including risk management, data protection, privacy and information security, complaints 4Cs, information governance, equalities and diversity, health and safety, personal evacuation procedures, lone working and ICT policy	All Compulsory
The budget and commercial awareness	13 June 2023 5.30pm – 6.30pm	In person	The budget –its’s structure, it’s focus, our financial plan An overview of the commercial focus of the council, commerciality within local government (LGA)	All Compulsory
Work of the Audit and Governance committee	15 June 2023	Online	Audit Risk Management Corporate and council risks Fraud Reviewing financial reporting Public interest reports	All Compulsory Members of the committee Mandatory

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Licensing sub committee	TBC	In person	Liquor licensing Taxi and general licensing (external provider)	All Compulsory Mandatory Members of the committee
Surveillance	TBC	In person in advance of an A&G Committee Meeting within first 6 months	Surveillance code of practice Covert Surveillance	Mandatory Members of the committee Slides available for interested members after the session
Human Rights	TBC	In person	Human Rights Act and public sector duties Human Rights City of York Council Case studies from other Human Rights Cities (HRN)	Executive and committee members Compulsory
Public Health	21 June 2023 5.30pm – 7pm	In person	Public health duties set out in the Health and Social care Act Health and Wellbeing Board and role in the council Local public health priorities The role members can play improving the health of communities	All Compulsory

<p>Council services</p> <p>An optional drop in conference for all members to meet Heads of Service and learn more about their areas of expertise</p>	<p>27 June 2023</p>	<p>In person</p>	<ul style="list-style-type: none"> • Customer – revs and bens, registry office and crematorium, customer services, court of protection, mansion house • Communities – your role as a community leader, grant funding and ward funding, emergency planning and community resilience, enforcement • Communications standards – the publicity code of conduct, dealing with the media, the media protocol, the social media protocol, media law • Safeguarding – awareness of responsibilities, adults social care financial assessments • Major capital programme – overview, regeneration, housing delivery • Highways and transport – key activities including SMART, e-transport infrastructure, active travel • Emergency planning – Crisis/gold silver command and role of members • Corporate parenting – councillor role • Economic growth – work of the team, inward investment, business support, skills strategy and board • Education – schools annual calendar, academies and maintained staffing, schools capital programme • Legal services – employment law overview, natural justice and balance of probabilities
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Customer Communications	3 July 2023 4pm – 5.30pm	In person	Customer communications channels and the council website	All Compulsory
Communications	7 July 2023 10am – 11.30am	In person	Working with the Communications team Publicity Code of Conduct Media protocol Social media policy	Executive Compulsory
Ward profiles	11 July 2023 9am-12pm	In person	Ward profiles Deprivation indices Census 2022 Using ward profile trends to make strategic decisions	Optional Drop-in session
Personal safety	13 July 2023 9am-10am	In person	Members personal safety and risks to be aware of in a public role	Optional
Joint Standards Committee	18 July 2023 9am -11.30am	In person	Code of conduct Case studies (Alex Oram and Howey Ainscough)	All Compulsory Mandatory Members of the committee
York's Civic History	TBC	In person at the Mansion House	York's unique civic history The council, Lord Mayor, Waits and Aldermen Role and significance of the civic party, Lord Mayor and Sheriff and relationship with the city How to become part of the civic party	Optional
Media training	8 September 2023 9am-12pm (earlier on a 121 basis if required)	In person	Media training during an incident or critical reputational impact (external provider)	Executive Optional
Using MS Teams	TBC	In person	Using MS Teams/answering your questions	Optional

				Drop-in sessions
Reviewing the programme	December 2023 TBC	In person	Informal discussion about what members would like to know more about and what they valued	Optional Drop-in session

For more information about the member induction programme:

Robert Flintoft

t: 01904 555704 e: robert.flintoft@york.gov.uk

Democratic and Scrutiny Services

Claire Foale

t: 01904 552057 e: Claire.foale@york.gov.uk

Policy and Strategy