



**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 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 2023. This will be followed by sessions about 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 programme with all materials and online learning available to download at your convenience.

Please note the Acceptance of Offer and your photographs will take place during the count.

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'Bryn Roberts', written in a cursive style.

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

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

Accessing the member induction programme

Welcome to the new modgov members induction programme.

<https://modgov.york.gov.uk/mgCalendarMonthView.aspx?M=4&DD=2023&CID=1048&OT=R&CT=0&MR=1&ACT=Later>

Here you will find a calendar of all the sessions, together with slides and/or supporting materials to download.

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

To register, click on the relevant session on the modgov calendar and follow the link to register on MyLo.

By registering, you will also get an invitation, joining instructions and a request for feedback. We will keep the registration lists.

Once you have registered to attend a session, you can download the video of the session at your convenience. Once you have completed the live session, or watched the video, you can download a certificate and your learning and development log will be updated to show your progress through the programme.

If you have any requirements or questions, please do let us know.

Attending the member induction programme

Members are expected to attend sessions as indicated.

Sessions can be attended in real time (live) or downloaded later, when more convenient.

Mandatory sessions should be attended in real time by relevant members indicated in the programme (the session will also be available to download later for everyone else).

Members can choose whether to attend optional events, although are strongly encouraged to do so.

Reviewing the member induction programme

You will receive an email after the session requesting your feedback so we can continuously improve the programme and how it's delivered.

Feedback will be anonymised and shared in public forums.

A drop-in session has also been arranged in December to discuss the member induction programme, what you would like to see more or less of and if there are any sessions you would like repeated.

The member induction programme

Event	Date	Time	Venue	Format	Agenda • indicates item available	Councillors invited
Welcome to the Council (induction day one)	10 May 2023 Lunch provided	9.30am – 4.30pm	George Hudson Room, West Offices	In person	Welcome to the council Role of members and officers Code of Conduct Health and Safety Public Health Overview of Committees Introduction to Democratic Services Corporate parenting Human rights and equalities Disclosure of interests	All Mandatory
Welcome to the Council (induction day two)	11-12 May 2023	Allocated	West Offices	Members will be split into smaller groups of 8-10	West Office induction – tour • Badge/pass Introduction to your tech pack, how to access and use your devices (laptop and mobile) • Tech pack	All Mandatory
Code of Conduct	15 May 2023	10am - 12 noon	George Hudson Room, West Offices	In person or available to download when convenient	Case studies from LGA Equalities duty Relationship with officers (LGA)	All
Licensing sub committee	16 May 2023	1.30pm - 6.30pm	George Hudson Room, West Offices	In person (if committee member) or available to download when convenient	Liquor licensing Taxi and general licensing (external provider)	All Mandatory Members of the committee

Making the most of meetings	17 May 2023	10am - 12 noon	George Hudson Room, West Offices	In person (if committee member) or available to download when convenient	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 Mandatory for Committee members
Council strategy and policies	23 May 2023 Lunch provided	10am – 3.30pm	Snow Room, West Offices	In person	York 2032 Local Plan & Housing Delivery Local Transport Strategy and Transport Schemes Children and Young People Adults Communities Horizon scanning Strategic partnerships Financial plan Monitoring performance	Executive
Introduction to Scrutiny	26 May 2023 Lunch provided	10- 4.30pm	George Hudson Room, West Offices	In person (if committee member) or available to download when convenient	10-noon – Essentials for effective strategic scrutiny for impact and assurance 1pm – 2.30pm – planning and constructing scrutiny work programmes – setting priorities and focus 3.30-4.30pm Essentially questioning skills (LGA, Centre for Scrutiny and Governance)	All Committee members Mandatory

Being a ward councillor – council support	30 May 2023	10am – 1pm	George Hudson Room, West Offices	In person or available to download when convenient	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 service - Member enquiries, case work, using MyAccount Influencing work programmes and annual reviews	All
Using your CYC laptop and mobile and MS Teams (drop ins)	30 May 2023	2.30pm – 3.30pm	Lister Training Room (F042)	In person drop-in	Using MS Teams/answering your questions	Optional
Planning Committee	1 June 2023	1-5pm	Snow Room, West Offices	In person for Planning Committee members or available to download when convenient	Predetermination The Local Plan Planning policies (PAS)	All Committee members Mandatory
Risks protections and policies	8 June 2023	5.30pm – 6.30pm	MS Teams	Online (with links to the policies) or available to download when convenient	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, and ICT policy	All

The budget and commercial awareness	13 June 2023	5.30pm – 6.30pm	George Hudson Room, West Offices	In person or available to download when convenient	The budget –its’ structure, it’s focus, our financial plan An overview of the commercial focus of the council, commerciality within local government (LGA)	All
Using your CYC laptop and mobile and MS Teams (drop ins)	14 June 2023	9.30am-10.30am	Lister Training Room (F042)	In person drop-in	Using MS Teams/answering your questions	Optional
Work of the Audit and Governance committee	15 June 2023	1pm – 5pm	MS Teams	Online or available to download when convenient	Audit Risk Management Corporate and council risks Fraud Reviewing financial reporting Public interest reports	All Mandatory Members of the committee
Public Health	21 June 2023	5.30pm – 7pm	George Hudson Room, West Offices	In person or available to download when convenient	Public health duties / the Health and Social care Act Health and Wellbeing Board and role in the council Local public health priorities / Healthy Child Service Improving the health of communities	All
Using your CYC laptop and mobile and MS Teams (drop ins)	29 June 2023	2-3pm	Lister Training Room (F042)	In person drop-in	Using MS Teams/answering your questions	Optional

<p>LGA regional event for councillors</p> <p>Booking a place: The event is free of charge and light refreshments will be provided. If you would like to attend, please book by emailing EMYHNE@local.gov.uk</p>	29 June 2023	10.30am – 1.30pm	George Hudson Room, West Offices	In person	<p>Induction from LGA and from lead political peers.</p> <p>It covers roles, behaviours, expectations, other sources of information and allows new Councillors to network with new ones from other councils</p>	Newly elected members
Ward profiles	11 July 2023	9am-12pm (noon)	George Hudson Room, West Offices	In person Drop-in session	<p>Ward profiles</p> <p>Deprivation indices</p> <p>Census 2022</p> <p>Using ward profile trends to make strategic decisions</p>	Optional
Personal safety	12 July 2023	5.30pm – 6.30pm	MS Teams	Online or available to download when convenient	Members personal safety and risks to be aware of in a public role, the lone working policy	Optional
Joint Standards Committee	18 July 2023	10am - 12.30am	George Hudson Room, West Offices	In person or available to download when convenient	<p>Code of conduct</p> <p>Case studies</p>	<p>All</p> <p>Mandatory</p> <p>Members of the committee</p>

York's Civic History	14 August 2023	1pm - 3pm	The Mansion House	In person	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	Optional
Climate Change development programme: Climate Change Strategy	11 September 2023	5.30-6.30pm	Via Teams	Online or available to download when convenient	Climate Change Strategy Reducing carbon – buildings Reducing carbon – transport Role of Local Plan Carbon Literacy	All Optional
Anti Social Behaviour	13 September 2023	5.30pm – 6.30pm	MS Teams	Online or available to download when convenient	How the Safer York Partnership (including North Yorkshire Police and the Council) work together to address anti-social behaviour, and what Cllrs can do to support	Optional
Human Rights	14 September 2023	10am – 12pm (noon)	George Hudson Room,	In person or available to download when convenient	Human Rights Act and public sector duties. Human Rights City of York Council Case studies from other Human Rights Cities (HRN)	Mandatory Executive and committee members
The Local Plan	15 September 2023	12-1pm	MS Teams	Online or available to download when convenient	The opportunities and strategic sites in the Local Plan	Mandatory Executive and committee members
Climate Change development programme: Adaptation	19 September 2023	5.30-6.30pm	Via teams	Online or available to download when convenient	Climate risks in York Adaptation programme Adaptation – flood resilience	All Optional

How the council makes decisions	19 September 2023 Rearranged from 12 May	10am - 1pm	Online via Teams	Available to download	Local democracy and decision making Council and committees Standing orders Constitution and protocols Finance and procurement Public participation	All
Introduction to Safeguarding, children and domestic violence	22 September 2023	10am - noon	George Hudson Room	In person or available to download when convenient	An overview of the council's safeguarding responsibilities The Domestic Abuse and Children's Partnerships Lead will provide more information and answer questions	All Mandatory
Customer Communications	3 October 2023 Rearranged from 3 July 2023	5.30pm – 7pm	George Hudson Room, West Offices	In person or available to download when convenient	Customer communications channels and the council website	All
Communications	9 October 2023 Rearranged from 7 July 2023	5.30pm – 7pm	George Hudson Room, West Offices	In person or available to download when convenient	Working with the Communications team Publicity Code of Conduct Media protocol Social media policy	Executive Mandatory
Road Maintenance and Highways	25 October 2023	5.30pm	Online Via Teams	Available to download		Optional
Surveillance	8 November 2023	4.30pm - 5.30pm	A&G Committee room	In person in advance of an A&G Committee Meeting within first	Surveillance code of practice Covert Surveillance	Mandatory Members of the committee

				6 months Slides available for interested members after the session		
Reviewing the programme	4 December 2023	5.30-6.30pm	Snow Room, West Offices	In person drop-in	Informal discussion about what members would like to know more about and what they valued	Optional Drop-in session

Using your CYC laptop and mobile and MS Teams (drop ins)	30 May 2023	2.30pm – 3.30pm	Lister Training Room (F042)	In person drop-in	Using MS Teams/answering your questions	Optional
Using your CYC laptop and mobile and MS Teams (drop ins)	14 June 2023	9.30am-10.30am	Lister Training Room (F042)	In person drop-in	Using MS Teams/answering your questions	Optional
Using your CYC laptop and mobile and MS Teams (drop ins)	29 June 2023	2-3pm	Lister Training Room (F042)	In person drop-in	Using MS Teams/answering your questions	Optional

To be rearranged

Unitary and Parish Councils	To be rearranged		George Hudson Room, West Offices	In person or available to download when convenient	Relationships building and differences between unitary and parish councils (Sheena Spence, Yorkshire Local Council Association)	Members who work with/in parish councils
Council services In person drop in conference for all members to meet Heads of Service and learn more about their areas of expertise Optional	To be rearranged		George Hudson Room, West Offices	<p>A “speed meeting” event for members to learn more about 20 different areas of the council covering the range of statutory and corporate council services</p> <p>Members will be in groups of 1-3 and spend 15 mins meeting Heads of Service/lead officers to learn more about an area of the council.</p> <p>Every 15 mins members will move to another table.</p>		
Access (Equalities)	To be rearranged	5.30pm – 7.30pm	George Hudson Room, West Offices	In person or available to download when convenient	Public sector equalities duties Access York Access Forum (YAF)	All Mandatory Executive and Committee members
Corporate Appeals	TBC	TBC	TBC	TBC		All Committee members Mandatory

Media training	TBC	9am-12pm (noon) (earlier on a 121 basis if required)	George Hudson Room, West Offices	In person or available to download when convenient	Media training during an incident or critical reputational impact (external provider)	Executive Optional
Climate Change development programme: Waste field trip	TBC	11am-12pm	Allerton Park	In person (field trip) confirm numbers in advance	Reducing carbon – waste	All Optional
Child's voice	TBC	2pm - 5pm	TBC	In person	The training is delivered by Care Experienced People who the authority has corporate Parenting Responsibilities for. Meaningful conversations with the Children in Care Council and Care Leavers Forum (Show Me That I Matter and I Still Matter)	Mandatory (in groups of 15-20)