

Joint Standards Committee

14 May 2024

Report of the Assistant Director Policy and Strategy and Head of Democratic Services
Portfolio of the Leader, Executive Member for Policy, Strategy, Partnerships

Member Induction

Summary

1. The member induction programme was discussed at Audit and Governance Committee on 18 January 2023 and Joint Standards Committee on 21 November 2023. It will also be discussed at Audit and Governance Committee in May 2024, following an internal audit of the programme.
2. The induction for new and re-elected members at the council has now been in place for 12 months (it launched after the May 2023 election). A comprehensive programme of sessions has taken place with LGA providing support, and external providers where appropriate. The member induction programme is in **Annex A**.

Background

3. The member induction programme aims to increase understanding about aspects of the council, its operating framework, statutory responsibilities and public sector duties. Officers facilitate or host training providing opportunity to share expertise.
4. Training has been provided online and in person, with officer, external providers and LGA facilitation depending on the subject. Training materials are published on modgov, with recorded sessions published on MyLo. All materials are available for members for future reference.
5. Training is either optional; or compulsory where members can choose whether to access the training “live” or view recorded sessions in their own time. The exception is mandatory training for

committee members where it is advised these should be attended in person.

6. The member induction programme was drafted in consultation with the LGA who are also facilitating/attending different sessions (indicated in **Annex A**).

Attendance

7. The member induction had variable engagement, with some members attending multiple sessions, and others not attending any sessions.
8. The Chair of Joint Standards Committee wrote to Group Leaders and Whips to remind them about training following the Joint Standards Committee in November 2023, and attendance by name is listed in **Annex B** for Group Leaders and Whips to note participation.

Feedback

9. Members were invited to provide feedback after the sessions which was shared at Joint Standards Committee in November 2023.
10. Feedback received directly from members noted:
 - a. at the start of the programme, it was clear the online sessions started too soon with members still setting up devices and access to the council's network.
 - b. the programme wasn't as easy to access as had been hoped, with members required to register attendance via MyLo, and the calendar of events available via Modgov.
 - c. members suggested the sessions were initially too close together and as a result the programme was re-scheduled to spread sessions more evenly across the year, better supporting working members.
 - d. Several members commented on the convenience of the video sessions which will be a format that continues.
11. Officers supported members who raised concerns and promoted the member induction programme to members in October 2023 (**Annex C**), as well as offering to provide members who were having difficulties accessing the recorded sessions direct.

12. A review with members was arranged for 4 December 2023. No one attended.
13. Veritau are currently conducting an audit into the member induction, with the outcome due to be shared with Audit and Governance Committee in May 2024.
14. The member induction was initially developed by an officer task and finish group. The group have held their own review and identified several sessions to include in the programme for the year ahead:
 - Highways Maintenance Programme
 - Members and the workforce
 - Good practice in ward work
 - Member enquiries session
 - Accessibility training
 - Social Model of Disability / Human Rights and Equalities Impact Analysis
 - Planning recap and The Local Plan
 - AI Guidance
 - Nalozone
 - Child's Voice – a session run by looked-after children
15. Following the outcome of the internal audit, the member induction programme will be reviewed to make easier for members to access and then relaunched as a member development programme, with regular updates provided to members to encourage greater attendance.

Implications

16. **Financial** A small budget is required for external training providers.
17. **Human Resources (HR)** Understanding member roles in employment issues is an additional session.
18. **Equalities** Equalities and Human Rights, accessibility and the Social Model of Disability training has been added to the programme.
19. **Legal** No implications.
20. **Crime and Disorder** No implications.

21. **Information Technology (IT)** All elected members were provided with the same devices in May 2023 to ensure they all have the same ability to access the programme. Drop-in sessions were arranged to help members become familiar with MSTeams and day 2 of the induction included time to learn about the new tech and devices pack.

Recommendations

22. Joint Standards Committee are asked to note the information shared and to provide feedback to assist in shaping future member development programmes.

Reasons for the Recommendation

23. The Joint Standards Committee has responsibility for promoting high standards of conduct which is a significant theme within the member induction programme.

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**Report
Approved**

Date 19 April 2024

Specialist Implications Officer(s)

None

Wards Affected:

All

For further information please contact the author of the report

Background Papers:

[Agenda for Audit and Governance Committee on Wednesday, 18 January 2023, 5.30 pm \(york.gov.uk\)](#) item 35

[Agenda for Joint Standards Committee on Tuesday, 21 November 2023, 4.00 pm \(york.gov.uk\)](#) item 23

Annexes

Annex A – member induction programme

Annex B – member induction attendance

Annex C – member induction promotion October 2023