

18 May 2026

Update report from Member Development Working Group

This report updates Members on the various workstreams currently being progressed by the Joint Standards Working group on Member Training.

At its previous meetings, the working group has made good progress, establishing training priorities, as well as protocols for evaluating Member training and managing Member training records.

It is proposed that once nominations are closed that democratic services write out to all those nominated, offering them a Member Safety briefing (during the pre-election period) supported by our North Yorkshire Police, Operation Ford Contact. In addition, supported by colleagues in our election team, candidate and agent briefings will also be arranged.

Primarily, this report provides an update on the development of the 2027 Member Induction and Training programme and associated work.

- **MEMBER INDUCTION:**

Following the all-out elections in May 2027, it is proposed that the Council takes a different approach to Member Induction.

1. In preparation for the new cohort of Elected Members in May 2027, the Democratic Services team has undertaken work to develop the **Members' Portal**.

The Head of Democratic Services reviewed the existing members' portal and also undertook a survey of members to understand; their engagement with the current system and their requirements moving forward. Taking on board Elected Member feedback and working together with the Democratic Services team, a new member portal has been designed.

The design and landing page has been updated, see below.

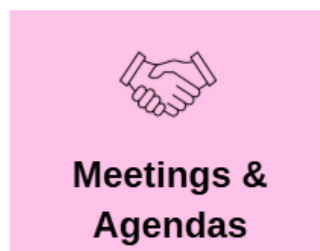
[Coming up....Member Safety Briefing click here for more](#)



The boxes are pastel coloured with black font to ensure that they are easier to see.



The **Latest News** box will link to the latest and past editions of the Members Newsletter.



The **Meetings & Agendas** box will give a direct link to the Modgov pages on the CYC website.



The **Scrutiny box** will include links to Scrutiny Committees, Task and Finish Group Reports and further Scrutiny Resources.



Expenses & Payroll

The **Expenses & Payroll** box will give information on how to claim expenses via iTrent, Payroll support information and further information on Members Allowances and Travel and Subsistence Claims.



Development & Training

The **Development & Training** box will give links to recordings of Member training sessions, and an updated calendar of sessions.



Meet The Team

The **Meet the Team** box will give contact details for all team members within Democratic Services, Civic and Electoral Services. Responsibilities for each team member will also be listed.



Documents & Links

The **Documents & Links** box will give direct links to the Constitution, Member Code of Conduct, Licensing Policy and other important guides. Instructions will also be included on how to amend your Register of Interest (ROI). Information on ICT support is also included within this box.



Member Safety

The **Member Safety** box will include information on Operation Ford, the national Police operation to protect locally elected representatives. It will include contact details for North Yorkshire Police's Officer for Member Safety, PC Steve Armitage.



Civic

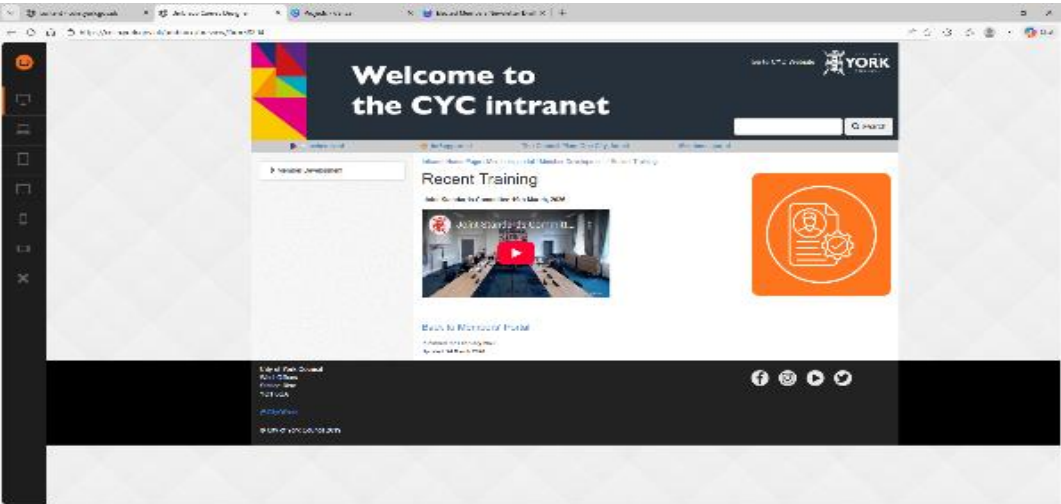
The **Civic box** will include details on the current Civic Party and how to contact them, if you wish to book them for your event.



The **Elections box** will include details on Registration and the Annual Canvass, Elections, Polls, Referenda and the Business Improvement District (BID). It also gives contact for the Electoral Services team.



The **Calendar box** will give a direct link to all public council meetings along with training sessions, group meetings and ward councillor meetings.



2. To compliment the work of the Members' Portal it is also proposed that a new **Members Handbook** is developed. The Member Handbook will provide an outline with further details available on the portal. It is proposed that the new handbook will be shared with newly elected Members. Suggested ideas for inclusion in the handbook are below:

Introduction
Being a York Councillor
Committee Information
Committee Structure
Overview and Scrutiny
Record of Interests
Code of Conduct
Motions and Questions at meetings
Etiquette and Expectations at meetings
The Lord Mayor and Civic Party
Member Allowances Scheme
Personal safety guidance
Social Media
Member Development
Casework
Working with Officers
Corporate Parenting
Information Governance
Democratic Services Team
Senior Leadership Team
Useful Contacts
West Offices Floor Plan
Emergency Response Team
Corporate Plan
A&G Info Packs
Members' Portal Guide

3. Members are also asked to consider a proposed plan for how the **Member Induction Day** is delivered.

It is proposed that the Member induction day be structured differently, with one, half day, set aside to meet with new members (and any returning members that may wish to attend). Starting with a market place event which provides stalls and information about a range of Council Services.

Start time		Duration	Officers	Location
9:00am	Tea and coffee on arrival Market place event (stalls with info from Public Health, Environmental health etc)	30 mins		
9:30	Chief Executive welcome	20 mins	Richard Webb	
09.50	<ol style="list-style-type: none"> 1. Business Intelligence – ward Data 2. Member Casework/ Contact centre 	1 hr	<ol style="list-style-type: none"> 1. (30 mins) 2. (30 mins) 	
10.50	Tea and Coffee Break	15 Mins		
11.00	Corporate Induction and Tour of West Offices Collect ID badges	45 mins		
11:45	<ol style="list-style-type: none"> 1. Code of Conduct 2. Register of Interest, and completion of forms 3. Member Training and support available 4. Data Protection 	1 hr		
12.45pm – 1.45pm	Networking Lunch with the Lord Mayor, Deputy Mayor, Chief Executive and Executive Directors.	1 hr	Welcome from: Lord Mayor	
1.45pm	Collect Laptops	1 hr		

Feedback and evaluation will be undertaken following the member induction session and a further evening session will take place for any Members that are unable to attend.

3. **Following** the member induction, it is proposed that the Council role out a new **Member training schedule**, building on the work the committee has undertaken this year to develop Member training.

The LGA has produced a framework to assist with and develop members understanding of their roles. The framework has identified key themes that Councillors need to know to help them work effectively. It is therefore proposed, moving forward, that the Member training schedule is based around these key themes, namely:

Council Knowledge	Constitution, Committee roles, data, role of Officers
Subject Knowledge	Eg Housing/ health
System Knowledge	How things work, how to get things done
Understanding Council Finances	How the budget works, funding streams
Knowing the local area you represent	Ward data
Keeping up to date	How Communications work, social media

In addition, the training programme will also include modules on personal and practical skills for Members, to help them in their Councillor role: Personal resilience/ chairing skills/ personal safety/ operation ford/ organisational skills and good time management and case management.

As well as skills and resources that can help a Councillor to assist with their role as local Leaders and politicians; communicating with the community, network building etc.

Suggested List of Topics Member Training 2027/28 (Year after the election)

Council Knowledge	Subject and System Knowledge	Understanding Council Finances	Knowing the local area you represent	Keeping up to date
Code of Conduct	Need some service specific areas	Further input from finance colleagues:	Some suggested items:	Things coming through – new projects
Member safety	Some suggested items:	Capital Projects and Assurance	Performance data	Govt legislation etc
Departmental/ Committee Structure/ Scrutiny	Major Projects	Role of the External Auditors	Public health data	
Senior Leadership Team	Enforcement		Ward data	
Corporate Parenting	Benefits			
Disability Equity training	Safeguarding Adults and Childrens			

Personal and Practical Skills for Members	
New Chairs / Chairing skills	Members' questioning skills
Training for Members of Planning and Licensing, Audit	Training for Members of the Staff matters/ Chief Officer Recruitment
Data protection training	Health and Safety
LGA Political Leadership Course	

4. Member Newsletter

To complement the work of the Group and proposed changes to member training and to ensure Members get information that is up to date, the democratic services team has designed a member newsletter to be distributed monthly and once shared, be stored on the members Portal.

A mock up of the proposed newsletter can be found at Annex 1.

5. Next steps

Members of the working group reviewed the proposed approach and provided feedback that has informed this updated report.

The Head of Democratic Services has reached out to senior colleagues and asked them to identify areas for training and development. Their responses will inform further iterations of the training report.

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May 2026