

## **Draft Induction Strategy 2011**

### **Summary**

1. This report puts before members draft arrangements for inducting newly elected members immediately after the forthcoming elections in May 2011 in accordance with the key strategic elements of the Council's Member Training & Development Policy.

### **Background**

2. There is an expectation upon those Council's working towards gaining Charter Status to have in place a structured approach to supporting newly elected members through a well planned induction programme, including the provision of a 'handbook' tailored to their Members.
3. York's last full programme of induction for newly elected members took place in 2007. Since 2007 there have a number of by-elections, where induction training has been organised on an ad-hoc basis and tailored to the individual members experience and needs.
4. Local Government Leadership Centre (formerly I&DeA) recently carried out a national survey of Local Authorities (Induction Health-check) with a focus on the quality of induction they provide. The results of the on-line survey were divided into regions and have now been published. Yorkshire and Humber were the highest scoring region in the country with 76.21%. Of the 22 local authorities in the Yorkshire and Humber Region York was published in the top ten and scored a respectable 69%.
5. The results of the health-check survey have helped to inform 'The 21<sup>st</sup> Century Guide to Member Induction' attached at Annex A. The guide is a useful tool in helping Local Authorities improve and develop their induction programmes and gives sound examples of good practice.

### **Member Induction Strategy 2011**

6. The draft induction strategy for York's elected members set out in Annex B has been brought together using what has worked well in our previous induction programmes together with some new initiatives which it is hoped will enhance the induction experience for York's successful election

candidates in 2011. The strategy for 2011 has of course been developed, based on the key principles outlined in the Leadership Centre Guide referred to above. However, due to available resources in 'York' it has not been possible at the moment, to adopt all of the recommended good induction practice in York. In the future, it is hoped to develop closer links with the Neighbourhoods Team to look at providing some of the recommended ward based information as part of the induction process.

7. The strategy addresses both prospective and successful councillors by offering opportunities to learn more about the role of councillors and the process of being elected prior to the election process. It also gives advance warning to all potential councillors of the induction time-table to allow diary planning.
8. In summary, the induction strategy covers the following elements of induction:
  - A quick start pack with essential contact information, reading material and forms to fill in to help get them up and running
  - A personal introduction with the Chief Executive to sign their declaration of acceptance of office and be briefed on the Code of Conduct
  - An induction event involving the Chief Executive, Directors and experienced members
  - Photocall
  - One2One's with the Senior Member Support Officer to discuss support/training and IT etc
  - Walking Tours of Council Offices
  - Briefings
  - A range of skills workshops
  - Essential training such as planning & licensing and local government finance
  - Personal Development Plans
9. As part of the strategy. It is intended to provide all Members with a handbook, containing essential reference information and documents under the following headings:
  - Your Support & Entitlements as a Councillor
  - Representing Your Community
  - Decision Making & Scrutiny
  - Ethics, Standards and Safety
  - Profiles (including the Ward, the Council and Member Roles)
  - Policies and Protocols
  - Safeguarding Children & Adults

## **Consultation**

6. Consultation on this induction strategy is through this Steering Group and their group networks. As arrangements for the induction process progress,

Council Directorates will be consulted on the elements of the proposed induction strategy

## **Options**

7. (a) To endorse the induction strategy for newly elected members as set out in Annex B  
or  
(b) To endorse the induction strategy with suggested revisions following group consultation

## **Corporate Priorities**

8. The existence of a strategy for induction directly supports the Council's Corporate aim of providing of strong leadership, supporting and developing people and encouraging improvement in everything we do.

## **Implications**

9. There are no known financial, HR, Legal or other implications associated with the contents of this report, other than, at this stage, the resources from Member Support to develop and implement the strategy.

## **Risk Management**

10. In compliance with the Council's risk management strategy, the only risk associated with the contents of this report could be the failure to gain Charter Status if the Council were not to provide evidence of induction arrangements for it's elected members. Naturally, there is a further considerable risk in not providing a thorough induction to new members, the potential risk that new members 'under perform' because they have not been given the appropriate skills, knowledge or experience.

## **Recommendation**

11. Members are asked to support proposed strategy for induction of newly elected members as set out in Annex B

## **Reason**

12. In order to comply with the requirement of the Charter and to provide newly elected members with appropriate skills, knowledge and experience to carry out their roles

## Contact Details

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**Report Approved****Date** 6 September 2010**Specialist Implications Officer(s)****Wards Affected:****All**

For further information please contact the author of the report

**Background Papers:**

None.

**Annexes:**

Annex A – York Strategy for Induction  
Annex B - Results of the Member Induction Healthcheck