

Draft Strategy for Members Induction 2011

Detail	Approximate date/time	Facilitators
Pre-election: <ul style="list-style-type: none"> • 'A Councillor Who Me'? – Open to prospective candidates and the general public this session will give members and insight into the day to day roles of elected members and the support and training they receive upon election. The event will be widely publicised during September 2010. • Letter to prospective candidates giving advance warning of the induction programme/training and associated procedures following successful election 	October 2010	A Oxley D Steel A Flecknor + Member reps from each party/steering group members?
	April 2011	A Oxley
Election Day: <ul style="list-style-type: none"> • Welcome letter to be handed to all successful candidates at the count inviting them to meet the Chief Executive during the course of that week to declare their acceptance of office. • What happens next? - Quick Start Pack issued to successful candidates – Includes an invitation to the initial induction event involving directors. Pack will include contact info for member support, a copy of the publication 'A Councillors Guide', information about the code of conduct and declarations of interest which they will be asked to read and complete before meeting the Chief Executive. In addition the pack will include a form for members to complete regarding their personal data for setting up payroll & ITT connection etc. 	May 2011	A Oxley
	May	A Oxley

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<p>Week 1: W/C 9 May 2011</p> <ul style="list-style-type: none"> • All members will be invited to attend a choice of morning or afternoon session to receive a short briefing on the code of conduct and to sign their acceptance of office. • Induction Event including 'Meet the Directors' – Headed up by the Chief Executive this session will provide an opportunity for members to meet the Directorate heads and hear about the services they provide. In addition some of our more seasoned councillors will provide some welcome tips to help them through their first few weeks • Photocall – To follow directly after the above event in order to acquire Councillor portraits for Website 		<p>Kersten England Andrew Docherty</p> <p>Kersten England Bill Whooley Pete Dwyer Ian Floyd + 3 Councillors</p> <p>Marketing & Comms</p>
<p>Week 2: W/C 16 May 2011</p> <ul style="list-style-type: none"> • One-2-One's with Senior Member Support Officer to cover a range of information including: <ol style="list-style-type: none"> 1) Support and Entitlements 2) Induction & Training 3) Accessing Meeting info on-line 4) Agree a date for first PDR 5) facilitate photo swipe card issue 6) Discuss IT equipment needs and arrange installation/set up 7) Accessing minutes and reports 8) Introductions to staff in Guildhall 9) Councillors Handbook & Zone 47 (internet support site for members) • Tour of Council departments including a hard hat site visit and presentation on the development of the New Council offices 	<p>One hour slots arranged to suite individual members</p> <p>One session</p>	<p>A Oxley</p> <p>Amanda Oxley Ian Asher/Maria Wood</p>

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<p>Week 3: W/C 23 May 2011</p> <ul style="list-style-type: none"> • Briefing for new members 'What to expect at Full Council and the Annual Meeting' • Neighbourhoods Workshop – Getting to know your wards the neighbourhoods officers and getting to grips with Ward Committees and surgeries 	<p>Before rehearsal</p> <p>Choice of afternoon or evening</p>	<p>Ann Platt/Dawn Steel/Amanda Oxley</p> <p>Neighbourhood Services</p>
<p>Week 4: W/C 30 May 2011</p> <ul style="list-style-type: none"> • Training Session - Essential Planning Training – For all members on planning committees • The role of Scrutiny – a session for all members on the basic principles of scrutiny and how members can engage in the process 	<p>Choice of morning or afternoon</p> <p>After 5pm</p>	<p>Jonathan Carr/Richard Moore</p> <p>Dawn Steel/Melanie Carr & Tracy Wallis</p>
<p>Week 5: W/C 6 June 2011</p> <ul style="list-style-type: none"> • Training Session - Essential Licensing Training – For all members on licensing committees • Interactive Workshop - Time Management (Work/life balance, setting boundaries, personal safety and prioritisation (Real life exercise) • Personal Development Plans Commence and continue through out June and early July for New Members and Members with new roles 	<p>Full Day</p> <p>Afternoon 1-4pm</p> <p>Various dates June/July</p>	<p>External Trainer - Roger Butterfield?</p> <p>External Trainer</p> <p>External Facilitator</p>

Detail	Approximate date/time	Facilitators
<p>Week 6: W/C 13 June 2011</p> <ul style="list-style-type: none"> • Workshop– ‘Speaking in the Chamber’ –simple but effective techniques on how to structure a 3 minute speech. There will also be information on Council procedure rules: how to compose motions/raise questions; supplementary questions; time limits etc. • Workshop - The Ethical Framework including the code of conduct, officer member protocol and the role of Standards Committee 	<p>After 5pm to maximise attendance</p> <p>2 opportunities 1 morning and 1 evening</p>	<p>Emma Taylor- Successful Speeches</p> <p>Andrew Docherty Monitoring Officer</p>
<p>Week 7: W/C 20 June 2011</p> <ul style="list-style-type: none"> • An introduction to the Weird and Wonderful World of Local Government Finance (shared event with North Yorkshire County Council) • Effective Working with Young People Interactive workshop 	<p>After 5pm</p> <p>5.30pm – 7.30pm</p>	<p>Possible funding through REIP to share this with North Yorks CC - External Ian Fifield from CIPFA</p> <p>Sarah Nicholson Access & Inclusion</p>