
Member Development Steering Group

16 March 2010

Report of the Assistant Director, Legal & Governance

Induction Strategy and Programme 2011/2012

Summary

1. The report sets out the final proposed induction strategy and programme for newly elected Members during 2011/12.

Background

2. The Councils agreed Member Training & Development Policy is based around four key strategic elements. Having an Induction Strategy and Programme for newly elected Members is one of the key elements and complements the general Core Programme of training and development activities available for all Members annually. Demonstrating its ongoing commitment towards a full induction programme for newly elected Members, will be instrumental in the Council maintaining its recently acquired Member Development Charter Status from the Local Government Leadership Centre.
3. Attached at Annex A to this report is the final draft of the Induction Strategy and Programme for comment. Members of the Steering Group have already endorsed the first draft at the meeting on 15 September 2010. Since then the Induction Strategy/Programme has been considered by Group Leaders who were supportive of the general approach but were keen to see that as many internal trainers as possible were used, to maximize knowledge and experience of working in City of York Council and keep external costs to a minimum. The Strategy/Programme attached has therefore be revised to take account of those views and to present a clear and simple package to the newly elected Member.

Induction Strategy/Programme 2011/2012

4. The overriding aim of this Induction Strategy must be to provide the core essential knowledge to newly elected Members as quickly as possible in an informative but enjoyable way. Providing the right support to new Members at this time will undoubtedly ease their induction into their role and into the authority. To help get this experience right, the Strategy attached has been developed using what worked well in previous induction years in York (2007), what has worked well in other local authorities and adopting recommended good practice from the 'The 21st Century Guide to Member Induction'..
5. It is intended that the Programme for newly elected Members will be complemented by the Core Annual Programme of training/development

activities available to all Members for 2011/12, details of which Members have received elsewhere on this agenda.

6. By the time of the district elections, the Strategy/Programme attached will purely become an Induction Programme. The strategic dimension to induction is crucial to developing a clear approach to delivery an induction programme.
7. The fundamental elements of the Strategy were reported to the Steering Group in September 2010 but have now been refocused and developed as follows :

Candidates Letter – after the deadline for declaration of candidates in early April 2011, a letter will be sent to all candidates with potential dates for induction events to ensure prospective elected Members are able to plan ahead and make themselves available for the induction programme.

Formal Welcome at the Polling Count – successful candidates to be introduced to Chief Executive, Monitoring Officer and Senior Member Support Officer. Newly Elected Members will sign their acceptance of office and will be photographed for ID cards to Council buildings.

A Members toolkit – an essential directory of key information about York, the Council, good conduct and practice, roles and responsibilities and the support available.

An induction event – an opportunity to meet Council Management Team and learn briefly from Directors and experienced Members their responsibilities

One2Ones with Senior Member Support Officer to discuss the care, support and entitlements available

Familiarisation tours – the Guildhall, Mansion House, existing Council Offices

Training and Development – early personal development reviews to identify individual needs, Core Programme, together with a range of induction workshops in essential skills and statutory roles (ie. licensing, planning, local government finance)

Key Contacts – every newly elected Member will be encouraged to develop a network of key contacts within the organisation to help them get established. Initially, they will be given the name of a member of Democratic Services staff to help guide them to the appropriate wider contacts.

8. The Steering Group is reminded that the Council also offers a dependent carers package for those elected Members who need some financial support to arrange childcare cover for meetings they are elected to attend. Details of this package is made available to newly elected Members at their one to ones with the Senior Member Support Officer. Equally, early work has commenced with prospective candidates where specific support needs have already been identified and where it is clear the Council would need to make specific support provision upon election. This care package forms part of this Induction Strategy.

Consultation

9. Consultation has already taken place on the draft Induction Strategy with this Steering Group and with Group Leaders. Consultation with Council Management Team is ongoing in terms of delivering a suitable induction programme.

Options

10. (a) to endorse Annex A as the final Induction Strategy and Programme for newly elected Members post the District Elections in May 2011;
(b) to suggest any final appropriate revisions to the Induction Strategy/Programme, prior to its implementation.

Corporate Priorities

11. The provision of an effective strategy and programme for inducting newly elected Members successfully is consistent with the aims set out in the Council's refreshed Corporate Strategy, in particular regard to City of York Council being an effective organisation.

Implications

12. The following implications have been considered:
 - **Financial** – Any financial costs associated with the Induction Programme 2011/2012 will be met from the existing budget available for Member Development for 2011/12. In the main, any specific training sessions required are being delivered using internal staff expertise to keep costs to a minimum. Those sessions which it is suggested are delivered externally for reasons of independence, reputation and authenticity are being met from within the existing budget (eg. Personal development reviews)
 - **Human Resources (HR)** – Any HR issues arising from the programme relate to trainers & staff support for events.
 - **Equalities** - There are no equality implications other than the proposed induction workshop intended to positively promote Human Rights & Equalities issues.
 - **Legal** – There are no Legal implications associated with this report.
 - **Crime and Disorder** – There are no crime and disorder implications associated with this report.
 - **Information Technology (IT)** – Any IT implications associated with this report relate to the provision of ECDL training and E-Learning through the 'Learning Zone' website which is being made available to newly elected Members as part of the Induction and Core Programme.
 - **Property** – There are no property implications associated with this report
 - **Other** – There are not other implications associated with this report.

Risk Management

13. If Members do not adopt an effective Induction Strategy and introduce a supportive Induction Programme for newly elected Members, there is a risk that those newly elected Members will not be given the appropriate 'tools' and skills to represent their communities successfully and participate in good decision making on behalf of the Council. Equally, without such a strategy in place, the Council would likely fail to maintain its newly acquired Member Development Charter status.

Recommendation

14. It is recommended that the final draft Induction Strategy/Programme for 2011/12, be adopted, subject to any further comments arising from Council Management Team.

Reason

15. To enable arrangements for the delivery of a planned induction programme for 2011/2012 to commence.

Contact Details

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Report Approved

Date 9 March 2011

Specialist Implications Officer(s)

Wards Affected:

All

For further information please contact the author of the report

Background Papers: None.

Annexes:

Annex A – Induction Strategy/Programme 2011/12