


## Strategy for Members Induction 2011




Key – Core Programme







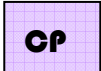

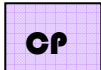
Detail	Approx date/time	Facilitators	Costs where applicable
<p><b>In the lead up to the election:</b></p> <ul style="list-style-type: none"> <li>• 'A Councillor Who Me'? – Open to prospective candidates and the general public this session will give members and insight into the day to day roles of elected members and the support and training they receive upon election. The event will be widely publicised during September 2010.</li> <li>• Letter to prospective candidates giving advance warning of the induction programme/training and signing of declaration at count for successful candidates include copy of code of conduct and explain that any special needs of individual councillors will be established at a 1-2-1 interviews as part of the induction of new councillors</li> </ul>	<p>October 2010</p> <p>April 2011</p>	<p>Democratic Services/Elections &amp; MD Steering Gp</p> <p>Senior Member Support Officer</p>	<p>£794</p> <p>N/A being posted along with info going out from elections office</p>
<p><b>At the Count(Fri):</b></p> <ul style="list-style-type: none"> <li>• Welcome letter to be handed to all successful candidates at the count inviting them to the induction event and asking them to fill out a form identifying which induction training sessions they will be attending.</li> <li>• Photocall –Councillor portraits for Website</li> <li>• What happens next? - Quick Start Pack to accompany welcome letter to include Members handbook, a copy of the publication 'A Councillors Guide', register of interest form and personal information form to be completed &amp; returned at main induction event the following week</li> </ul>	<p>6 May 2011</p> <p>6 May 2011</p> <p>6 May 2011</p>	<p>Senior Member Support Officer</p> <p>CYC Reprographics</p> <p>Senior Member Support Officer</p>	<p>N/A</p> <p>N/A</p> <p>Cost of binders/artwork estimated ??</p>

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<p><b>Week 1: W/C 9 May 2011</b></p> <ul style="list-style-type: none"> <li>Induction Event - 'Meet the Corporate Management Team' – 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</li> <li>The basics principles of York's Decision Making &amp; Scrutiny function and how members can engage in the process also What to expect at Full Council and the Annual Meeting'</li> <li>Councillor Conduct &amp; declarations of Interests  An introduction to ethical conduct and the rules regarding pre-determination and bias. The session will also explain how complaints against councillor behaviour are handled.</li> </ul>	<p><b>Tue 10 May 10am – 12.30pm</b> repeated Wed 11 May 5.00pm-7.30pm</p> <p>Tue 10 May <b>2pm – 3.30pm</b> repeated Wed 11 May 2pm – 3.30pm</p> <p><b>Tue 10 May 4pm – 5.30</b> repeated Wed 11 May 4pm – 5.30</p>	<p>Chief Exec/Directors and 2 Members</p> <p>Monitoring Officer/Democratic Services Manager</p> <p>Monitoring Officer</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>



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<p><b>Week 3: W/C 23 May 2011</b></p> <ul style="list-style-type: none"> <li>IT Drop in sessions begin, navigating the Council's website, accessing agenda/minutes, forward plan, basic tutorial on outlook/email, updating your interests/gifts etc</li> <li>Looking after other peoples children - your role as a Corporate Parent </li> </ul>	<p>Various dates/times throughout May and June</p> <p>25 May 10am</p>	<p>Senior Member Support Officer</p> <p>Regional Dev Mgr</p>	<p>N/A</p> <p>N/A</p>
<p><b>Week 4: W/C 30 May 2011</b></p> <ul style="list-style-type: none"> <li>Essential Planning – Councillor Workshop <i>(compulsory for members/prospective members on planning committees)</i>. Practical workshop taking a planning application through the development control process from start to finish, dealing with a range of typical issues which often occur such as tree preservation orders, listed building consent etc.</li> <li>Essential Gambling &amp; Licensing Training <i>(Compulsory for all members/prospective members on Gambling &amp; Licensing)</i>. </li> <li>Looking after other peoples children -your role as a Corporate Parent </li> </ul>	<p>31 May 10am</p> <p>31 May 2pm</p> <p>2 June 5pm</p>	<p>Head of Dev Control/+ Legal</p> <p>Licensing Team</p> <p>Regional Dev Mgr</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>

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<p><b>Week 5: W/C 6 June 2011</b></p> <ul style="list-style-type: none"> <li>• Dealing with the Media </li> <li>• Essential Planning Training (Rpt) –  <i>(compulsory for members/prospective members on planning committees).</i> Practical workshop taking a planning application through the process from start to finish and dealing with various issues along the way</li> <li>• Making a Bigger Difference through Overview &amp; Scrutiny  (invitations to this session will be extended to neighbouring authorities)</li> <li>• Personal Development Plans Commence and continue throughout June and early July for New Members and Members with new roles </li> </ul>	<p>6 June 2pm</p> <p>6 June 5pm</p> <p>8 June 5.00pm</p> <p>Various dates June/July</p>	<p>Marketing &amp; Comms</p> <p>Dev Control + Legal</p> <p>External</p> <p>External Facilitator</p>	<p>N/A</p> <p>N/A</p> <p>£1275 + travel</p> <p>£95 for half a day £180 for a full day (no more than 5 a day – approximate cost for delivering 10 PDR's <b>£310</b>)</p>

Detail	Approx date/time	Facilitators	Costs where applicable
<p><b>Week 6: W/C 13 June 2011</b></p> <ul style="list-style-type: none"> <li>Workshop - Councillors &amp; Human Rights/Equalities A basic overview of the Human rights act and </li> <li>An introduction to Local Government Finance - giving members a general overview of the the authority's funding sources, how it spends its money the budget process and how members can engage with it. </li> </ul>	<p>4pm</p> <p>5.30pm</p>	<p>Equality &amp; Inc Manager</p> <p>Head of Finance</p>	<p>NIL</p> <p>NIL</p>
<p><b>Week 7: W/C 20 June 2011</b></p> <ul style="list-style-type: none"> <li>Time Management &amp; the Modern Ward Councillor (Workshop) - How to be a great Councillor without 'burn out'. Looks at prioritisation, planning and management systems to ensure that members stay on top of the challenge without sacrificing the 'ward/life balance'</li> </ul>		<p>External</p>	<p>£1,275 + travel</p>
<p><b>Week 8: W/C 27 June 2011</b></p> <ul style="list-style-type: none"> <li>Workshop– Debating skills &amp; speaking confidently in public </li> </ul>		<p>External</p>	<p>£650</p>
<p><b>Week 9: W/C 4 July 2011</b></p> <ul style="list-style-type: none"> <li>Regional Induction Event hosted by York introduction to the regional structures in the morning, networking and brief heads up on big topics such as Localism Bill, Big Society etc</li> </ul>	<p>5 July (Prov) 9.30am-4pm</p>	<p>Local Government Yorks &amp; Humber</p>	<p>Minimal but may need to contribute e.g. venue hire and/or refreshments</p>