COUNCIL BUSINESS COMMITTEE

Member Development: Induction Programme

7 March 2019

Report of Democratic Services Manager

<table>
<tr><td>PURPOSE OF REPORT</td></tr>
<tr><td>To allow the Committee to consider proposals for Member Development post-elections 2019, including induction training for newly-elected Councillors.</td></tr>
<tr><td>This report is public.</td></tr>
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RECOMMENDATIONS

(1)   That the Committee provides its views and comments on the proposed post-election Induction Training Programme for 2019.

1.0   Introduction

1.1   This report outlines proposed plans for the induction of new councillors following the City Council elections on Thursday, 2 May 2019, and seeks the views and comments of Committee members.

2.0   Background

2.1   The City Council elections will be held on Thursday, 2 May 2019, with 60 Councillors elected to represent 27 Wards. The Democratic Services team is preparing an Induction Programme following the elections, as it has for past City Council elections. The intention of the programme is to help newly-elected Councillors prepare for their role and to outline the support and facilities available to them, whilst also fulfilling specific legal requirements relating to their acceptance of their new post. The induction programme will also be open to re-elected Members, in full. The changes in local government and the proposed changes to the constitution are significant and members who are re-elected will require the refreshed training.

2.2   Members will also be provided with refreshed IT equipment to facilitate the better and more efficient use of technology. Full council required the new constitution to be digitally accessible and web based. Members will be able to access the constitution online and will not be provided with a paper copy because a paper copy cannot internally cross reference nor link to supplementary documents.

2.3 The proposed approach to delivering a successful Member induction process and the timescales involved are set out below.

3.0 Outline Chronology

3.1 An outline chronology of the 2019 elections and the subsequent induction programme is as follows (precise dates tba):

ELECTION PERIOD		
Thursday, 2 May	**ELECTIONS TAKE PLACE**	
Friday, 3 May	**Votes counted and results announced**	
POST ELECTION PERIOD BEFORE FULL COUNCIL		
Date 11.00 a.m. – 1.30 p.m.	Induction Event	Morecambe Town Hall
Date 2.00 p.m. – 4.00 p.m.	Signing Declaration Session	Morecambe Town Hall
Date 10.00 a.m. – 12.00 p.m.	Signing Declaration Session	Lancaster Town Hall
Date 2.00 p.m. – 4.00 p.m.	Signing Declaration Session	Lancaster Town Hall
Date 10.00 a.m. – 12.00 p.m.	Signing Declaration Session	Lancaster Town Hall
Date 2.00 p.m. – 4.00 p.m.	Signing Declaration Session	Lancaster Town Hall
Date 5.15 p.m.- 7.45 p.m.	Induction Event	Lancaster Town Hall
Date 2.00 p.m. – 3.00 p.m.	Code of Conduct Training.	Morecambe Town Hall
Date 6.10 p.m. – 7.10 p.m.	Code of Conduct Training	Lancaster Town Hall
Date 6.10 p.m. – 8.00 p.m.	Signing Declaration Session	Lancaster Town Hall
17 May 2019 12.00 p.m.	**ANNUAL MAYOR MAKING COUNCIL**	**Lancaster Town Hall**
20 May 2019 10.00 a.m. – 11.00 a.m.	Code of Conduct Training	Lancaster Town Hall
20 May 2019 4.00 p.m. – 5.00 p.m.	Mock Council (speaking at Council)	Morecambe Town Hall
20 May 2019 6.30 p.m.	**BUSINESS COUNCIL**	**Morecambe Town Hall**
POST ELECTION PERIOD – AFTER FULL COUNCIL		
June 2019		
Date 10.00 a.m. – 11.00 a.m.	Equalities Training	Lancaster Town Hall
Date 6.10 p.m. – 7.10 p.m.	Planning & Highways Regulatory Committee Training	Lancaster Town Hall
Date 10.00 a.m. – 11.00 a.m.	Planning & Highways Regulatory Committee Training	Morecambe Town Hall
Date	Code of Conduct Training	Morecambe Town Hall

6.00 p.m. – 7.00 p.m.		
Date 6.10 p.m. – 7.10 p.m.	Audit Committee Training	Lancaster Town Hall
Date 2.00 p.m. – 3.00 p.m.	Equalities Training	Morecambe Town Hall
Date 6.10 p.m. – 7.10 p.m.	Code of Conduct Training for Parish Councillors	Lancaster Town Hall
Date 10.00 a.m. 11.00 a.m.	Licensing Regulatory Committee Training	Lancaster Town Hall
Date 10.00 a.m. – 11.00 a.m.	Code of Conduct Training for Parish Councillors	Lancaster Town Hall
Date 10.00 a.m. – 11.00 a.m.	Licensing Regulatory Committee Training	Lancaster Town Hall
Date 10.00 a.m. – 11.00 a.m.	Code of Conduct for Parish Councillors	Lancaster Town Hall
Date 10.00 a.m. – 11.00 a.m.	Finance and Treasury Management	Lancaster Town Hall
Date 5.00 p.m. – 6.00 p.m.	Overview and Scrutiny Committee Training	Morecambe Town Hall
Date 5.00 p.m. – 6.00 p.m.	Standards Committee Training	Lancaster Town Hall
Date 10.00 a.m. – 11.00 a.m.	Coach Tour	Lancaster District
Date 6.10 p.m. – 7.10 p.m.	Finance & Treasury Management	Lancaster Town Hall
Date 10.00 a.m. – 11.00 a.m.	Licensing Act Committee Training	Lancaster Town Hall
Date 10.00 a.m. – 11.00 a.m.	Safeguarding/Child Sexual Exploitation Training	Lancaster Town Hall
Date 10.00 a.m. – 11.00 a.m.	General Data Protection Regulation (GDPR) Training	Lancaster Town Hall
10.00 a.m. – 12.00 p.m.	PROVISIONAL LGA Licensing	
All Day	PROVISIONAL Personnel	
	Understanding Our Service Provision – Presentations by each Directorate, explaining what they do and how it is provided	
July 2019		
Date 5.00 p.m. – 6.00 p.m.	Personnel Committee Training	Lancaster Town Hall
Date 5.00 p.m. – 6.00 p.m.	Chairman Training (Arnie Skelton)	Lancaster Town Hall
Date 2.00 p.m. – 3.00 p.m.	Civil Contingencies	TBC
Date 6.00 p.m. – 7.00 p.m.	Civil Contingencies	TBC
Date 5.00 p.m. – 6.00 p.m.	Budget & Performance Panel Training	Lancaster Town Hall

ADDITIONAL TRAINING FOR KEY COMMITTEE MEMBERS AND APPOINTMENTS

Date	Time	Event	Location	Attendees
		Scrutiny, Finances, Companies and Investment decisions S151 and MO/CIPFA (series of sessions)		Cabinet and Scrutiny
		Trading Companies, background and their role in local government, duties of board members and relationship with Scrutiny CIPFA/SOLACE S151 and MO		Board Members, Cabinet and Scrutiny
		Public Sector project delivery and due diligence and financing		Cabinet and Scrutiny Group Leaders
		Policies, framework documents and their development. Setting Social and Political policies that are achievable, financially viable and deliverable within the capacity of the organisation (series of sessions on evidence led policy development)		Cabinet and Scrutiny
		Making effective, defendable decisions in the public interest		Cabinet and Scrutiny
		The contrasting roles of members, political leaders and officers in local government, statutory roles and powers of delegation		Cabinet and Scrutiny Group Leaders

4.0   The Induction Programme

4.1   All new Councillors will be obliged to attend the Code of Conduct Training. The Equalities Training is mandatory for Councillors serving on the Planning, Licensing and Personnel Committees, but it would make sense to extend this training to all Committees.

4.2   A number of more technical sessions will be organised over June and July, once new Members' Committee roles are clear, and these will cover Scrutiny, the work of the Planning, Licensing, Personnel and Audit Committees.

4.3   There will be two Induction Events following the Elections on 2 May, one at Morecambe Town Hall and one at Lancaster Town Hall. The events will be

open to all Councillors, but will primarily be aimed at newly-elected Members, and will offer a chance to hear from key Council Officers about the work of their Services, how they can help Members in their roles and how Members can engage with Officers.

4.4   At the Induction Events, it is intended that each Council Service should set up a stall to showcase their work, and talk to Councillors about their priorities, how they operate and how elected Members can get involved. Views of the Committee on how these might be presented would be welcomed.

5.0.   **New Member Pack of Information**

5.1   On the day of the Elections count and results (Friday, 3 May 2019), all 60 elected Councillors (whether elected for the first time or re-elected) will be presented with:

- Information about the Induction Programme;
- Members' Handbook;
- Notification of Financial and Other Interests Forms;
- Members' Records Forms;
- Personal Details Form for Human Resources;
- Bank Details Form for Payroll;
- Parking Permit Application Form;
- Parking Map of Lancaster;
- Parking Map of Morecambe;
- Committee Timetable 2019/20;
- Times and Venues of Meetings;
- Members' Gifts and Hospitality Form;
- Members' Computer/Network/Email Usage Policy;
- Members' Allowance Scheme – Procedure Note and Allowance Claim Form;
- Members' Code of Conduct;
- Information Governance;
- ICT Guidance;
- Who's Who of the Council's Management Team and a Summary of Services;
- Invitation to Annual Council.

5.2   Democratic Services hope to be able to supply a Who's Who of the Council's Management Team and Summary of Services, however the next few months are likely to be a period of re-organisation, so this may be quickly outdated.

5.3   If Committee Members have any suggestions for other information that may be included in the induction pack, that would be very helpful.

6.0   Additional Logistics

6.1   All elected Members will sign their Declaration of Acceptance of Office in the presence of the Chief Executive in five sessions to be held at Lancaster and Morecambe Town Halls. The Declaration of Acceptance must be signed in advance of the Annual Mayor Making Council on 17 May 2019.

7.0   Conclusion

7.1　Combined, the above Induction Programme offers newly-elected Councillors the opportunity to be introduced to their new surroundings as Members at Lancaster City Council, and to the work of the Council's various Services.

7.2　The Induction Programme needs to be finalised and this is an opportunity for Council Business Committee to comment on the draft programme.

CONCLUSION OF IMPACT ASSESSMENT
(including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

LEGAL IMPLICATIONS
There are mandatory training sessions in the programme for Members serving on Committees, particularly regulatory/quasi-judicial committees and it is important that only fully trained Councillors are appointed to this Committees as Members or substitute Members.

FINANCIAL IMPLICATIONS
The proposed budget for 2019/20 includes an estimated budget of £4.6k for member training. Dependant on the total number of training courses provided and the level of member take up this budget may be exceeded and if that is the case savings elsewhere within the service will need to be identified.

OTHER RESOURCE IMPLICATIONS
None identified.

SECTION 151 OFFICER'S COMMENTS
The Section 151 Officer has been consulted and has no comments to add.

MONITORING OFFICER'S COMMENTS
The Monitoring Officer has been consulted and has no comments to add.

BACKGROUND PAPERS	**Contact Officer:** Debbie Chambers **Telephone:** 01524 582507 **E-mail:** dchambers@lancaster.gov.uk **Ref:**