

COUNCIL BUSINESS COMMITTEE

Member Development: Induction Programme

2 March 2023

Report of Democratic Services Manager

PURPOSE OF REPORT

To allow the Committee to consider proposals for Member Development post-elections 2023, including induction training for newly-elected Councillors.

This report is public.

RECOMMENDATIONS

- (1) **That the Committee provides its views and comments on the proposed post-election Induction Training Programme for 2023.**

1.0 Introduction

- 1.1 This report outlines proposed plans for the induction of new councillors following the City Council elections on Thursday, 4 May 2023, and seeks the views and comments of Committee members.

2.0 Background

- 2.1 The City Council elections will be held on Thursday, 4 May 2023, with 61 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.

- 2.2 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 2023 elections and the subsequent induction programme is as follows (precise dates tba):

INDUCTION/ TRAINING 2023		
MAY 2023		
THURSDAY 4 MAY 2023	ELECTIONS	
FRIDAY 5 MAY 2023	VOTES COUNTED & RESULTS ANNOUNCED	
TUESDAY 9 MAY 2023 3.00PM – 5.00PM	SIGNING DECLARATION SESSION	LTH
TUESDAY 9 MAY 2023 5.15PM – 7.30PM	INDUCTION EVENT –	LTH
THURSDAY 11 MAY 2023 10.00AM TO 12.00PM	SIGNING DECLARATION SESSION	LTH
THURSDAY 11 MAY 2023 11.00PM TO 12.00PM	LOCAL GOVERNMENT FINANCE TRAINING –	LTH
THURSDAY 11 MAY 2023 12.15PM TO 1.15PM	CODE OF CONDUCT & MEMBER/OFFICER PROTOCOL	LTH
MONDAY 15 MAY 11.00AM – 12.00PM	SIGNING DECLARATION SESSION	MTH
MONDAY 15 MAY 12.00PM – 2.15PM	INDUCTION EVENT	MTH
MONDAY 15 MAY 2.30PM – 3.30PM	CODE OF CONDUCT & MEMBER/OFFICER PROTOCOL	MTH
WEDNESDAY 17 MAY 2.00PM – 3.00PM	LOCAL GOVERNMENT FINANCE TRAINING –	LTH
WEDNESDAY 17 MAY 3.00PM-4.00PM	SIGNING DECLARATION SESSION	LTH
THURSDAY 18 MAY 10.00AM – 11.00AM	SIGNING DECLARATION SESSION	LTH
THURSDAY 18 MAY 11.15AM – 12.15PM	GDPR TRAINING	LTH
FRIDAY 19th MAY MIDDAY	ANNUAL COUNCIL	LTH
MONDAY 22 MAY 5.00-6.00PM	MOCK COUNCIL (SPEAKING AT COUNCIL)	MTH
MONDAY 22 MAY 6.30	BUSINESS COUNCIL	MTH
WEDNESDAY 24 MAY 6.00PM	AUDIT COMMITTEE Meeting to be preceded by training	tbc
FRIDAY 26 MAY 11.00AM – 1.00PM???	PLANNING TRAINING	tbc
TUESDAY 30 May	PLANNING MEETING	MTH

AM: Time tbc	(Training for this will have been provided on Friday 26 May)	
JUNE 2023		
TUESDAY 6 June 6.00PM	CABINET	MTH
THURSDAY 8 JUNE 1.00PM	LICENSING COMMITTEE Preceded by training	MTH
w/c 12 th JUNE?	CODE OF CONDUCT & MEMBER/OFFICER PROTOCOL	TEAMS
WEDNESDAY 14 JUNE 6.00PM	OVERVIEW & SCRUTINY – Preceded by training	MTH
w/c 19 th JUNE?	LOCAL GOVERNMENT FINANCE TRAINING	TEAMS
w/c 26 JUNE?	GDPR TRAINING Jenni M	TEAMS
THURSDAY 29 TH JUNE	SAFEGUARDING TRAINING prior to Licensing committee meeting	MTH
JULY 2023		
WEDNESDAY 5 JULY	JCC Preceded by Personnel/JCC training via Teams	TEAMS MEETING
THURSDAY 6 JULY 6.10PM MEETING	STANDARDS Meeting to be preceded by training	LTH
TUESDAY 18 JULY 6.10PM	PERSONNEL (Training for this will be provided prior to JCC meeting on 5.7.23)	
WEDS 27 JULY 6.10PM	BUDGET & PERFORMANCE PANEL meeting preceded by training	?
LEAVE AUGUST FREE		
SEPTEMBER 2023		

SEPTEMBER?	LICENSING COMMITTEE LATE NIGHT VISIT	TBC
EARLY SEPTEMBER	CIVIL CONTINGENCIES	TBC
EARLY SEPTEMBER	MEDIA WORKSHOP	VIA TEAMS
OCTOBER OR EARLIER IF APPEALS MEETING CONVENED	APPEALS TRAINING	VIA TEAMS
TBA	MEMBER BRIEFINGS BY CABINET MEMBERS ON PORTFOLIOS	VIA TEAMS
TUESDAY 5 SEPTEMBER	WELLBEING BRIEFING	VIA TEAMS
SEPTEMBER/OCTOBER	PERSONAL SAFETY TRAINING	TBC
SEPTEMBER/OCTOBER	CARBON LITERACY TRAINING/BRIEFING	Teams

4.0 The Induction Programme

- 4.1 All new Councillors will be obliged to attend the Code of Conduct Training, Equalities Training, Finance Training, Safeguarding and GDPR training and this can be undertaken either face to face or via Teams.
- 4.2 In order to make the Induction Timetable less congested wherever possible training specific to the various Committees including Scrutiny, Audit, Planning, Standards, Personnel & Licensing will be provided prior to the initial meeting of those committees and wherever possible the training will be delivered in-house.
- 4.3 There will be two Induction Events following the Elections on 4 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 Officers from IT will be in attendance at both Induction Events so members can book an appointment to ensure that they receive suitable IT equipment and are up and running as soon as practical. This is essential in order that members can access agendas etc given that the Council is wherever possible digital and will enable them to undertake online training if they desire.

5.0. New Member Pack of Information

- 5.1 On the day of the Elections count and results (Friday, 5 May 2023), all 61 elected Councillors (whether elected for the first time or re-elected) will be presented with:

- Information about the Induction Programme;
- General Housekeeping
- 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;
- Committee Timetable 2023/24;
- 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 Executive Team and a Summary of Services;
- Invitation to Annual Council.

5.2 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 19 May 2023.

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.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</p>
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<p>LEGAL IMPLICATIONS</p>

<p>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.</p>

<p>FINANCIAL IMPLICATIONS</p>

The proposed budget for 2023/24 includes an estimated budget of £6.3k for member training and it is expected the costs of the training above will be met from within this budget allocation.

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

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