

COUNCIL BUSINESS COMMITTEE

PROPOSED COUNCILLORS' INDUCTION PROGRAMME 17th MARCH 2011

Report of Head of Governance

PURPOSE OF REPORT

To endorse the proposed induction arrangements for new and re-elected Councillors after the May 2011 Local Elections.

This report is public

RECOMMENDATION

That Council Business Committee approves the proposed induction arrangements for new and re-elected Members as set out in this report.

1.0 Introduction

1.1 Democratic Services have produced an induction programme for new and re-elected Councillors which will function both as an introduction to the Council for new Members, and a refresher for experienced Councillors.

1.2 Comprised of training, events, and an information handbook, the programme (available at Appendix 1) will quickly help new Councillors settle into their new roles, and the main parts are briefly summarised below.

1.3 Members' Packs

Each Member will receive a pack with useful information and forms to complete, and these have been tailored for new and re-elected Councillors alike. Packs will contain the following:

- *Induction Programme of Events;*
- *Members Handbook;*
- *Code of Conduct;*
- *Form for Members Records and Personal Details;*
- *Form for Registration of Interests;*
- *Parking Letter;*
- *Parking Maps;*
- *Parking Permit Application Form;*
- *Form for Bank Details;*
- *Committee timetable;*
- *Members' Laptop and Computer Usage Policy;*
- *Members Allowance Scheme – Procedure Note.*

1.4 Members' Handbook

Each Councillor will receive a copy of the Members' Handbook. The Handbook contains information on the political structure of the Council, role of a Councillor, the support they will receive, Council services, Town Hall opening hours, car parking, allowances, and much more.

The Handbook also includes a comprehensive telephone directory of internal and external contacts.

1.5 Acceptance of Office

Five Acceptance of Office sessions have been arranged with the Chief Executive; all Councillors must sign the declaration of office and acceptance of the Code of Conduct before they can take up their duties.

1.6 Induction Sessions

Two induction sessions will be held shortly after the election to welcome new Members to the Council and act as a refresher for re-elected Councillors.

There will be presentations on the Council's political structure and Corporate Plan, support for Members, procedure at meetings, Code of Conduct, and the experiences of a Councillor who was elected to office at the previous local election of 2007. In addition, each operational Service of the Council will be asked to set up a stall to showcase their work. A copy of the provisional agenda is set out in Appendix 2.

2.0 Options and Options Analysis (including risk assessment)

2.1 An induction programme is considered to be essential, and it is felt that the proposed programme will provide an appropriate introduction and refresher for new and re-elected members respectively. However, it is open to this Committee to make amendments to the proposed programme.

3.0 Conclusion

Members are recommended to endorse the proposed induction arrangements for new and re-elected Councillors.

CONCLUSION OF IMPACT ASSESSMENT

(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

The recommendation in this report supports the Council's agreed priority of retaining NWE0 Member Development Charter Level 1 status, which is to undergo re-assessment in 2011.

LEGAL IMPLICATIONS

Legal Services have been consulted and there are no legal implications arising directly from this report.

FINANCIAL IMPLICATIONS

The costs of the induction programme will be met from the Members Training budget for 2011/12 of £14,800.

OTHER RESOURCE IMPLICATIONS**Human Resources:**

Not applicable.

Information Services:

Information Services to install and offer training on the use of laptop computers for elected Members following the local election.

Property:

Not applicable.

Open Spaces:

Not applicable.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

No background papers.

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