

# COUNCIL BUSINESS COMMITTEE

## Elected Member Development – Evaluation of Induction Programme for Newly Elected and Returning Members

28<sup>th</sup> June, 2007

### Report of Head of Democratic Services

#### PURPOSE OF REPORT

To advise Members upon the feedback from the evaluation of the Induction programme.

This report is public

#### RECOMMENDATIONS

- 1) That the Committee notes the feedback from the evaluations of the Induction Programme and offers any comments or suggestions for future Induction events.

#### 1.0 Report

As part of the commitment to the support and development of elected Members in their roles and the work towards the North West Charter for elected Member development, the Council developed and implemented a comprehensive induction programme for newly elected and returning Members following the election in May.

The Induction Programme took the form of a:

#### Pre induction

An open evening was held on 21<sup>st</sup> March for potential candidates and their agents to advise on electoral procedures and answer any questions about the practicalities of being a Councillor.

Prior to the election, all candidates received a letter outlining the key dates for their diaries. An Information Pack for potential Councillors was also prepared.

#### Acceptance of Office

All Councillors were invited to attend one of five 'open' sessions to sign the declaration of office and acceptance of the Code of Conduct with the Chief Executive.

#### Members Handbook

All newly elected Members were also provided with a copy of the Members Handbook containing information that Members should know i.e. role of a Councillor, the support they

would receive, information on the Council and its services, opening hours, ID cards, car parking, allowances, declaring interests, fire alarm, smoking policy and a whole lot more.

### Induction Day

Two Induction Day sessions were held to welcome newly elected and returning Members, one in the evening at Lancaster and one during the afternoon at Morecambe Town Hall. The day also involved a tour of the building followed by lunch/tea and a 'freshers fayre style' stands from departments and services.

### Follow up induction

Once the initial welcome meetings have taken place and important papers have been signed, those councillors appointed to the Planning and Highways, Licensing, Standards and Personnel Committees were all required to attend compulsory training, all of which has been scheduled for the last few weeks in May/first week in June.

Following this, Members have had the opportunity to attend a short taster session on Overview and Scrutiny, Gambling Act training, a full day Overview and Scrutiny training, briefings on Lancashire Locals, Community Safety, Climate Change, Waste and training on Charing Skills and dealing with people and contentious issues.

All Members have been asked to complete a short evaluation form asking for their comments and feedback on all of the above. It is expected that feedback from this Induction will inform planning for future Inductions and ongoing support for Members. At the time of writing the report insufficient evaluations forms had been received to inform any analysis but it is hoped to be able to provide this at the meeting.

## **2.0 Conclusion**

Members are requested to note the feedback from the evaluations of the Induction Programme and offers any comments or suggestions for future Induction events.

<b>RELATIONSHIP TO POLICY FRAMEWORK</b>
The work of Member development supports the corporate priority – to continue to improve the Council.
<b>CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</b>
No direct implications
<b>FINANCIAL IMPLICATIONS</b>
The cost of training courses and events has been met from the Member training budget held by Legal and HR Services. For 2007/08, the sum of £10,500 has been included.
<b>SECTION 151 OFFICER'S COMMENTS</b>
The S151 Officer has been consulted and has no comments to add.

**LEGAL IMPLICATIONS**

Legal Services have been consulted and have no comments.

**MONITORING OFFICER'S COMMENTS**

The Deputy Monitoring Officer has been consulted and has no comments to add.

**BACKGROUND PAPERS**

None

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