

NEW MEMBER INDUCTION AND DEVELOPMENT

Reporting Officer: Lloyd White, Head of Democratic Services

Summary of Report

The report summarises for the information of the Committee the recent decisions of the Whips' Committee with regard to forthcoming Member Training.

RECOMMENDATION: That the report be noted

Background Information:

The Whips' Committee on 1 September considered a number of reports relating to the provision of support services to Members and in particular the following:

Members' Seminar Programme

Currently two evening seminars are organised per month and supplemented by briefing sessions of which 7 were held in 2008/09. The average attendance at seminars by Members during 2008/2009 was 16 and it is appreciated that with ward workloads, committee meetings, voluntary bodies, meetings with officers etc, the pressure on Members' time can be severe and that therefore training and development needs to be focussed and co-ordinated to make the best use of the time spent on it.

Having reviewed the way in which seminars and briefings are run at the moment the Whips' Committee agreed that the current format be changed to **two, half day/evening sessions per year**, one in May and one in the Autumn.

Several seminars will be run concurrently through the day with no more than two simultaneously, giving Members a choice as to which ones they would like to attend, dependant on their interests. Briefing notes would be available for any seminars missed and a meeting area with appropriate displays would also permit Members to talk to officers throughout the day.

Members' briefings would continue to be held on an ad hoc basis as and when necessary although again it is recognised that often the information supplied could be done easily by means of concise briefing notes sent to Members as an alternative to holding an evening briefing.

For Members with special responsibilities or Members appointed to Planning and Licensing committees specialist mandatory training will continue to be arranged to ensure they can properly fulfil their role prior to undertaking their duties.

Induction Post May Elections

In previous years a detailed induction session has been held for the new Council on the Saturday immediately following the Thursday elections. Feedback from some Members was that this was slightly too soon after the election and that the amount of information given was 'overload' and experience has shown that new Members especially, need a minimum of information that contains the vital details to get started as a Councillor.

For 2010 therefore, the following has been agreed:

- Thursday 6 May 2010: Local and (possibly) General Election – votes for General counted and results announced. Votes for local election verified.
- Friday 7 May 2010: Local Election votes counted (if concurrent with general election) and results announced. As Councillors elected Democratic Services staff spend five minutes with each successful candidate and ensure Declaration of Acceptance of Office signed and details given of induction session and vital contact details only.
- Saturday 8 May 2010: Party Group AGM
- **Monday 10 May 2010: Induction Evening** (see attached timetable)
- Thursday 13 May: Council AGM
- **Week beginning 17 or 24 May** – 1st bi-annual Members' Seminar Day (including essential training e.g licensing, planning etc)

Monday 10 May – Induction Day:

Session 1 – the 'welcome' – to be co-ordinated by Democratic Services Team

- 4.15 – 5.00 Arrival and introduction by Democratic Services to include
Photographs for security passes (new Members only)
Photographs for PR purposes (new Members only)
Distribution of Delegate Pack to include
- CRB check forms to be issued for Members to complete and return
 - Declaration of Interests form to be completed
 - Payroll form to be completed
 - Questionnaire on contact details to be completed

Session 2 – the 'introduction'

- 5.00 An introduction from the Chief Executive and Leader of the majority party to the London Borough of Hillingdon.
10 minute maximum presentation by each Corporate Director outlining the roles and responsibilities of their Directorate and the key current issues being faced:
- 5.05 -
6.05
- Deputy Chief Executive's Office (Fran Beasley)
 - Adult Social Care, Health and Housing (tbc)
 - Education and Children's Services ((Chris Spencer)
 - Environment and consumer Protection (Philomena Bach)
 - Finance and Resources (Christopher Neale)
 - Planning and Community Services (Jean Palmer)
- 6.05 Role of Democratic Services in supporting Members (LW)
6.15 COFFEE BREAK
- 6.30 – Code of Conduct Training by Borough Solicitor and
7.30 Head of Democratic Services.**