

From: **Ben Watts, General Counsel**

To: **Selection & Member Services – 19 November 2020**

Subject: **Preparation for the New Council**

Classification: **Unrestricted**

Summary: The purpose of this report is to set out preparations for the new Council and to seek the Committee's view on them.

Recommendation(s):

The Committee is asked to:

- a. consider and comment on the preparations for the new Council, to propose changes as necessary; and
- b. define the areas of preparation that the Committee wishes to deal with and which are to be dealt with by the Member Development Sub-Committee; and
- c. formally agree that the Member Development Sub-Committee oversee those identified preparations in the induction programme, reporting back for approval in the February meeting

1. Introduction

- 1.1 At County Council on 22 October 2020, changes to the Selection & Member Services Committee's Terms of Reference were agreed. The paper presented to Council also outlined a range of areas which the Committee could consider on a regular basis as part of its work programme.
- 1.2 This included the *"Oversight of preparations for the new Council – pre- and post-elections 2021. This could include oversight of the induction programme for new/continuing Members, arrangements for those Members who do not return after May and contributing to the design of any programmes or materials designed to inform prospective candidates as to the role of being an elected Member."*
- 1.3 This paper also provides an update on the relevant issues discussed at the last meeting.

2. Pre-election preparations for the new Council

- 2.1 In consultation with the Chairman and Group Leaders, early preparations are underway for a prospective councillor event on 9th December 2020 following requests for this to be held before the end of the year. Due to timescales, a date

for this event has had to be set prior to this meeting. A draft programme for the event is attached in Appendix A.

- 2.2 It is proposed that event is held via Teams and is not recorded in order to create a relaxed and informal environment for prospective candidates. A press release and social media messaging to promote the event are planned.
- 2.3 Content for a new prospective councillor webpage has been drafted and is attached in Appendix B. The page will include a FAQs section, and the descriptions of various Member roles which have been in place for over 10 years, these documents can be found in Appendices C & D.
- 2.4 It would be helpful if Members of the Committee could consider these documents and make suggestions and comments ahead of finalisation.

3. Post-election preparations for the new Council

3.1 Following the conversion of the Member Development Steering Group into a Sub-Committee of this Committee, the Sub-Committee is therefore available to oversee the preparations of the induction programme for new and returning Members. It is a matter for the Selection and Member Services Committee as to the nature and extent of items that you may wish to be progressed by the sub-committee from the programme of activity.

3.2 Areas for consideration for the induction programme include:

- Declaration of Acceptance of Office
- Disclosure of Interests
- Role of Members in Decision Making
- Onboarding to include
 - Personal Information
 - Photographs
 - Website Content
 - Allowances/Grants
 - Claiming Expenses
- Introduction to Kent County Council operationally
 - How KCC works
 - Statutory Duties
 - Directorate Introduction
- Introduction to the KCC Budget 2021/22
- Governance Arrangements
- Officer Support available for Members
- IT Support & Equipment
- Training : Code of Conduct, Standards, GDPR & Data Protection, Corporate Parenting, Equalities & Diversity, Prevent, Chairmanship Skills, Social Media, Microsoft Teams & Live Events
- Disclosure and Barring Service (DBS) Checks
- Member Wellbeing and Safety

3.3 The induction programme will need to be able to be deployed flexibly with the ability for it to be held in person or virtually or as a hybrid depending on the public health advice in place for May 2021.

3.4 It is recommended that the sub-committee is asked to consider arrangements for those Members whose terms of office end in May 2021 which will need to consider:

- Return of KCC IT equipment
- Secure disposal of any personal data or confidential KCC data they may hold
- Wellbeing and transitional support
- Opportunity for learning on improvements in Member training and support
- Impact of COVID-19
- Corporate Parenting

4. Recommendation(s)

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5. Background Documents

None

6. Contact details

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