

By: Alex King – Deputy Leader
Geoff Wild – Director of Governance and Law

To: Selection and Member Services Committee – 5 October 2012

Subject: **Induction Programme following the May 2013 Elections**

Classification: Unrestricted

Summary: This report considers options for an induction programme following the County Council elections on 2 May 2013

Background

1. (1) With 7 months until the County Council elections, plans are being made for Member induction and the ongoing programme of Member training following the election.

(2) Traditionally, the induction programme has been an intensive 6 week period (or longer) following the election.

(3) The proposal is to move away from this traditional model of induction to a programme which is more bespoke and tailored to the locality. What follows in this report has been prepared following discussion with the majority of Members on a one to one basis, upon which the Committee's views and instructions are requested.

Induction Programme

2. (1) It is fair to say that the views of elected Members on the induction programme when first elected to the County Council are mixed, ranging from "brilliant" to "confusing" and "too much to absorb over a short space of time". The majority felt that the arrangements in 2009 were good but could be improved.

(2) Many of the Members have referred to the need to have refresher training at regular intervals, as this helps to embed the knowledge and advice required of a County Councillor.

(3) Taking all the comments into account, an Induction and Member Development Programme is proposed, taking the best from past induction programmes but made very relevant to the communities which the elected Members serve.

(4) Attached as **Appendix 1** is a suggested induction programme for the Committee's consideration.

Officer Conduit and Member Mentor

3. (1) The majority of Members have indicated that they would welcome being allocated to a Democratic Services officer to whom they could refer to for advice

about where outstanding enquiries would best be dealt with. This officer would be a conduit to a number of Members.

(2) The majority of Members also indicated that having an informal mentor would be useful. Several Members said that this did happen when they were first elected to the County Council and it proved very helpful.

Member Development Programme

4. (1) At the time of publishing this report, 75% of elected Members had participated in a Personal Development Plan discussion as the scheme enters its second year.

(2) Attached as **Appendix 2** is a proposed Member Development Programme which reflects what Members have indicated they would like to see included in a programme.

Recommendation

5. The Committee is asked to consider and agree:
- (a) The shape and content of the induction programme for the new County Council;
 - (b) the support available to newly elected Members of the County Council in terms of an Officer conduit and a Member Mentor; and
 - (c) the proposed Member Development Programme.

Tuesday 7 May – General Induction Day

- Welcome from the Leader of the Council and Mr D Cockburn, Head of Paid Service

Throughout the day there will be an opportunity for Members to:

- (a) Complete and have countersigned their acceptance of office
 - (b) Have photographs taken and a security/identity pass created
 - (c) Have the arrangements for car parking at the Strategic Headquarters explained
 - (d) Complete the Disclosable Pecuniary Interest declaration form and have it countersigned by the Monitoring Officer
 - (e) Have met their “officer conduit” and their Member Mentor
- Throughout the day there will be tours of the Strategic Headquarters – each new Member will be allocated to a tour.
 - ICT staff will be available to talk with elected Members about the ICT kit which will be available to them to help them decide what they require.
 - Staff will demonstrate the self service system to enable Members to complete their expenses claims online.

Running throughout the day there will be a number of short sessions

- (a) To give Members a short insight into the schools admission process – so that an elected Member who has a constituent who has approached them with an issue about their child is able to respond effectively
 - (b) To give Members a brief insight to whom they should contact for Families and Social Care services should they be approached by a constituent for advice
 - (c) To provide Members with the basic knowledge to respond to constituents who have raised concerns around highways issues including reporting when a street light is not working properly, where to report a pot hole which needs repair, etc
 - (d) On their role as a Corporate Parent
 - (e) Enabling them to meet their Community Engagement Manager and find out about the grants available to them
 - (f) Identifying where Members can access committee papers
 - (g) Regarding Member and officer relations
- Each Directorate will have a zone where Members can have a coffee and chat with Directorate staff.

Thursday 16 May – Democratic Services Showcase Day

- Meet the Cabinet
- Learn about the decision making process
- Kent Code of Member Conduct – knowing what to declare, how and when, and the consequences/impact if you don't. Understand the process which will be followed should you be the subject of a complaint of alleged misconduct.
- How to run an effective surgery
- Modern.gov – understanding the system and the information available at your fingertips
- Etiquette and procedures at County Council meetings
- Video conferencing
- Partnership – the role of the Health and Wellbeing Board, Police and Crime Panel
- Have some fun and learn at one of the interactive taster sessions and practice:
 - * Chairmanship skills
 - * Questioning techniques
 - * The Do's and Don'ts of Webcasting

Area Events

It is proposed that four Area events are organised on the following dates when Directorate staff will be present to talk about the main issues in these areas (possibly followed by a tour):

- Tuesday 4 June – for Members who represent a Maidstone, Tonbridge and Malling or Tunbridge Wells electoral division
- Thursday 27 June – for Members who represent a Dartford, Gravesham or Sevenoaks electoral division
- Monday 1 July – for Members who represent an Ashford, Dover or Shepway electoral division
- Friday 5 July – for Members who represent a Canterbury, Swale or Thanet electoral division

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**Member Development Programme
Matrix
2013 - 14**

	Local Leadership	Partnership Working	Communication Skills	Political Understanding	Scrutiny & Challenge	Regulating & Monitoring	Equality & Diversity	Knowledge based learning	Community Issues	Ethical Standards	Individual Induction	Mentoring	Personalisation Agenda	Tailored Services
Chairmanship Skills					✓	✓				✓				
Education Appeals Processes			✓		✓		✓	✓			✓			
Effective Reading Techniques			✓											
Equalities	✓						✓			✓			✓	
Financial Training					✓	✓							✓	✓
How to run an effective surgery	✓		✓						✓					
Influence and Persuasion	✓	✓	✓	✓	✓									
IT One Stop Shop			✓											
Making Localism a Reality	✓	✓							✓				✓	✓
Managing Constituent Issues and Complaints		✓							✓					
Media Training			✓						✓					
Member Induction				✓							✓			
Mentoring											✓	✓		
New Governance Arrangements					✓	✓								
Planning Training					✓	✓								
Positive Action in Recruitment							✓							
Presentation Skills			✓											
Scrutiny and Review					✓	✓				✓				
Social Media "Connecting People"	✓		✓						✓					
Speed Reading			✓		✓	✓								
Time Management			✓									✓		
Ward Walks	✓		✓	✓			✓		✓					