By: Andrew Bowles, Chairman of the Member Development Steering Group

To: Selection and Member Services Committee – 24 January 2013

Subject: Member Induction and Development

Purpose: To inform the Committee and make a series of recommendations relating to the Member Development and Induction programme

Unrestricted

Introduction

1.   (1)   At the meeting of the Committee on 5 October 2012 the Committee approved the framework and content for the Member Induction and Development Programme.

(2)   The Member Development Steering Group is meeting on a monthly basis until the end of March to guide and ensure that an innovative programme of induction and Member development is in place and ready for implementation immediately following the election on 2 May 2013. The programme reflects the views expressed by Members on the induction and development programme in 2009.

(3)   This report updates the Committee on the progress made since the last report to the Committee in October 2012 and seeks approval to a range of issues moving forward.

Member Development Policy Statement

2.   Attached as **Appendix 1** is a revised Member Development Policy Statement. This will be submitted to the Selection & Member Services Committee and the County Council for approval following the election.

General Induction Day – Tuesday 7 May 2013

3.   (1)   On 7 May 2013, all elected Members will be invited to attend a General Induction Day at Sessions House, County Hall. This will provide the opportunity for all Members to:

(a)   Complete and have countersigned the Declaration of Acceptance of Office form;
(b)   Complete the Disclosable Pecuniary Interest declaration form and have it countersigned by the Monitoring Officer;
(c)   Arrange for a Criminal Record Bureau check to be instigated;
(d)   Have photographs taken and a security/identity pass created; and
(e)   Meet an assigned "officer conduit" and Member Mentor

(2)   The day will start with a welcome from the Leader of the Council.

(3)   Throughout the day there will be:

(a)   tours of the Strategic Headquarters;

(b)   Information, Communication and Technology staff available to advise Members about the equipment options available to them that will best meet their business needs. Staff will also be able to assist those Members who already have their equipment to get up and running;

(c)   Learning and Development staff to advise on the Member Development Programme and opportunities for training;

(d)   Demonstrations of the self service system, to enable Members to complete their expense claims online; and

(e)   Opportunities to meet the Community Engagement Officers covering each Kent District.

(4)   Each Directorate will have a zone where Members can have a coffee and chat with staff.

E-Directorate Brochures

3.   (1)   Electronic brochures are being prepared for each Directorate. These will include embedded videos from Corporate Directors giving an overview of the Directorate, Directors talking about their services and those key frontline staff with whom members immediately upon election will need to know because they cover services which evidence shows are of concern to the electorate.

(2)   These brochures will be uploaded to the computer equipment available to Members.

E-Induction Programme

4.   (1)   The Member Development Steering Group will complete the e-induction programme by the end of April 2013, so that it is available immediately for both new and returning Members after the elections. The programme is not mandatory but is seen as a resource for Members who are unable to attend all the induction events in person or who would prefer to have a resource which they can dip into on an as and when basis.

(2)   The Member Development Steering Group has proposed the following modules, which will make up the e-induction programme:

(a)   Welcome to Kent – including an e-learning package, Welcome to Kent County Council and How the Kent County Council Works;

(b)   An overview of Local Government Finance;

(c)   The decision making process;

(d)   Protecting the People of Kent, including: Safeguarding; the Council's Money; and Information Governance;

(e)   Equality and Diversity, including an introduction to equality and diversity at Kent County Council;

(f)   Understanding the Member Code of Conduct and the impact of a potential breach of the code;

(g)   Member/Officer relations; and

(h)   The role of the elected Member in Planning and Regulation issues.

(3)   On behalf of the Member Development Steering Group, Mr Lees is reviewing the staff e-induction programme to see if there is anything else of relevance within this programme. Mr Lees will report back to the February meeting of the Member Development Steering Group.

(4)   The Committee is invited to express its views on this programme.

(5)   The Director of Communication and Engagement and Learning and Development Manager Teams are supporting the Head of Democratic Services with the delivery of this programme.

Member Development and Briefings

5.   (1)   Following the election the Member Development Steering Group recommends that for a trial period Tuesday afternoons are set aside every two weeks for Member Briefings. It is recommended that these sessions are used by Cabinet Members and Corporate Directors as and when required when it would be beneficial to brief all Members. If resources permit these would also be filmed so they can be made available to Members who are unable to attend the briefing in person.

(2)   By setting aside the same day every two weeks for these events would shift the culture of the organisation and the Members in organising the time for Members and Members and officers delivering these briefings more effectively.

Members Handbook and Constitution

6   (1)   Traditionally, newly elected Members have been issued with a bound Members Handbook and Constitution. In discussions with Members it is apparent that this document has not been widely used. It is therefore proposed not to issue this in future, but instead to provide key information from the document electronically to all Members.

Recommendation:

7. The Committee is requested to comment on and endorse the activities proposed by the Member Development Steering Group for member induction and development.

KENT COUNTY COUNCIL

ELECTED MEMBER DEVELOPMENT

POLICY STATEMENT

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INTRODUCTION

This Policy Statement is a key part of our commitment to providing development opportunities for Elected Members to enable them to effectively fulfil their role/s, now and in the future.

The Council has attained the South East Charter Plus for Elected Member Development and is fully committed to the principles of the Charter.

The Member Development Steering Group is committed to working with elected Members and partners to enshrine the principles of the Member Development Charter Plus.

PRINCIPLES/STANDARDS

The Council is committed to:

- Developing elected Members to assist them fulfil their responsibilities to the local community, provide clear leadership and contribute to the achievement of the Council's aims and objectives.

- Equality of opportunity and access to training and development for all Members.

- Performance assessment for Members through an annual review of activity and ongoing development needs analysis.

- Ensuring adequate resources are available to meet Members' knowledge, training and development requirements.

- Working in partnership with other local authorities and other organisations in the development and delivery of training for Members where appropriate.

- Using varied and innovative methods of delivering training and development that make the best use of technology and meet the personal needs of Members.

- Defining general and specific mandatory training and development requirements relating to the role/s of Members.

- Evaluating the impact and added value of training and development activity at an individual and organisational level.

PURPOSE OF ELECTED MEMBER DEVELOPMENT

The purpose of elected Member Development is to ensure Members have the knowledge, skills and behaviours they need to effectively undertake their role.

We will achieve this through a programme that:

- Develops Members' knowledge and awareness of local and national issues and legislation

- Develops Members' skills and behaviours across a range of areas including personal development; leadership, political and communication skills and ICT

- Provides opportunities to network with each other, other local authorities and partners

- Provides internal and external mentoring support

INDUCTION

A comprehensive induction will be provided for all Members following County Council elections and by-elections. The programme will be developed in conjunction with the Member Development Steering Group and include:

- Knowledge based learning

- Skill based learning

- E learning

- Community issues including leadership, planning and public engagement

- Regulatory functions

- Scrutiny

- Dedicated half day member briefings

Both Member and Officer Mentors will be provided to support all County Councillors who have been elected for the first time.

MANAGEMENT

Each party will nominate Members act as 'Member development' champions for the group and serve on the Member Development Steering Group. The Council will nominate officers as members of the Member Development Steering Group

Reporting to the Selection and Member Services Committee the Member Development Steering Group will have responsibility for approving the annual development programme and providing a steer for future requirements (see Appendix 1 for full Terms of Reference).

EVALUATION

All training and development events for members will be evaluated through individual feedback, achievement of planned outcomes and the overall contribution to the achievement of the council's aims and objectives.

The completion by Members of Personal Development Plans and the 360 degree feedback process will inform the preparation of the Member Development Programme and Briefing programmes.

Regular reports will be presented to the Member Development Steering Group to enable the information to inform future planning of programmes and events. An annual report will be presented to County Council.

Member Development Steering Group

Terms of Reference

1. To champion and promote the development of Members

2. To regularly review the Member Training and Development Strategy to ensure its relevance.

3. To agree the Members' training and development plan annually including induction programmes in appropriate years.

4. To monitor and evaluate the development programme for Members on an annual basis.

5. To support and encourage Members in maintaining the Member Development Charter Plus

6. To report to the Council annually on progress of Member development.