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

To: Selection and Member Services Committee – 14 March 2013

Subject: Member Induction and Development

Summary: The Selection and Member Services Committee is invited to comment and make suggestions relating to the development of the Member Development and Induction programme.

Introduction

1.   (1)   Since the Committee's last meeting considerable progress has been made by the Member Development Steering Group in preparing the Induction and Member Development Programme following the election on 2 May 2013.

     (2)   The paragraphs below set out this ongoing activity to enhance the member development programme which has been shared with and endorsed by the Corporate Management Team.

Member Mentor and Officer Conduits

2.   (1)   Following the election in May each newly elected member will have a Member mentor who will be able to support the new member from a member perspective.

     (2)   Key posts which support all Members are the Community Engagement Officers and the respective Director for each of the twelve District localities. All the officers concerned have been asked and have agreed to be available for the General Induction Day on 7 May as well as the Area Member Induction Events on 4 June, 1, 5 and 10 July.

Democratic Services Showcase Event

3.   (1)   Following the General Induction Day on Tuesday 7 May 2013 (the day immediately following the count and the Bank holiday weekend) the main activity will be the opportunity for Members to familiarise themselves with the Governance Framework of the County Council and the procedural rules in preparation for the County Council meeting on 23 May 2013, and, the appointment of Committees the same day.

     (2)   This will be addressed by a Democratic Services Showcase Day being organised on Thursday 16 May 2013 (draft programme attached – **Appendix 1**), At this event Members will have the opportunity to practice observe and learn about the do's and don'ts of webcasting, chairmanship skills, questioning techniques, procedural rules for Committee and Council meetings, the impact of the Kent Member Code of Conduct etc

(3)   Mr Alex King indicated at the last meeting of the Member Development Steering Group that he would like the webcast training to include clips of recent meetings webcast at the County council (as long as the members featured in the clip were happy for them to be shown)

Area Member Induction Events

4.   The Steering Group expressed the view that there should be the opportunity as part of these events for Members from each individual District to consider the big issues within their District. This is being built into the programme for the Area Member Induction Events.

Programme of Member Briefings and Member Development Opportunities

5.   Attached as **Appendix 2** is the programme of Member Briefings and Development opportunities. This is being populated on a daily basis. Briefing notes and outcomes will be archived and made available on the Member area being developed for KNet. Further work needs to be undertaken to see whether it will be feasible to capture all these events digitally,

E Induction Programme for Members

6.   (1)   The Committee approved the framework for the member e induction programme at its last meeting. The Steering Group will be asked to view and comment on two of the modules at its meeting on 12 March 2013. The Committee will be informed of the outcome verbally at it its meeting.

(2)   The Steering Group will approve the programme at their meeting on 2 April 2013.

Development of a Members Area on KNet

7.   (1)   Attached as **Appendix 3** is a 'mock up' of a front page of a Members' area for KNet. This will include links to all the essential information a member requires.

(2)   Members have indicated that they would welcome some information based on the district they represent initially, and eventually, personalised to their electoral division. Working with the Head of consultation and Engagements pages of essential information relating to each District is being prepared. **Appendix 4** is a 'mock up' of one of these pages.

Personal Development Plans

8.   (1)   The Member Development Programme needs to reflect what Members have told Officers supporting the Member Development Programme. Each individual Member will have a development and training plan record and these records will help to inform the Member Development Programme so it reflects the Members requirements.

(2)   Dates have been set aside in the calendars of Paul Wickenden and Adam Fox to conduct 1:1 interviews with all 84 elected members. The dates are:

Tuesday 28 May
Wednesday 12 June
Friday 14 June
Friday 21 June
Friday 28 June
Monday 15 July

Recommendation

9.   The Selection and Member Services Committee is asked to note the ongoing work and initiatives for the development of the Member Induction and Development programme and make recommendations and suggestions for any additions/amendments.