

REPORT FOR:**MEMBER DEVELOPMENT
PANEL**

Date:

4 February 2014

Subject:

Plans for the:

1. Prospective Councillors' Information Evening
2. Members' Key Facts Booklet 2014
3. Members' Welcome Evening 2014
4. Members' Handbook 2014
5. Member Induction Training Programme 2014

**Responsible
Officers:**

Elaine McEachron, Democratic and Electoral Services Manager

Jon Turner, Divisional Director of Human Resources & Development and Shared Services

Exempt:

No

Enclosures:

Appendix A – Information Evening for Prospective Candidates - Programme

Appendix B – Draft Members' Key Facts Pack – May 2014

Appendix C – Members' Welcome Evening – Draft Programme

Appendices D1 & D2 – Members' Handbook Cover and Draft Contents page

Appendix E – Draft Induction Training Events June to September 2014

Section 1 – Summary

This report provides an update on plans in the lead up to the May 2014 local elections and plans for Member Induction in 2014.

RECOMMENDATION: That

- (1) the report be noted;
- (2) the Panel comment on progress to date;
- (3) a final update report be submitted to the Panel at its Meeting on 3 April 2014.

Reason (for recommendation): To keep Members informed of the proposals for Member development and Member Induction in the lead up to the 2014 Local Elections and thereafter.

Section 2 – Report

2.1 The events and publications listed below have been formulated on the basis of suggestions from the Member Development Panel and following interviews with a cross section of Members from each of the political Groups.

2.2 **Prospective Councillors Information Evening – Thursday 30 January 2014, 6.00 – 8.15 pm**

This event has been widely publicised through a number of print and online publications and newsletters and has attracted wide interest. As at 14 January, 50 individuals have expressed an interest in attending the event. A verbal update on the success of the event will be provided at the Panel meeting, including any feedback received from the attendees.

Please refer to Appendix A.

2.3 **Members' Key Facts Booklet 2014**

This booklet provides key information for newly elected/returning Councillors. It is intended that the booklet will be distributed to all elected Councillors at the Count on Friday 23 May 2014 following the declaration of results. It is important that the elected Councillors familiarise themselves with the booklet, particularly the section on 'Declaration of Acceptance of Office' and the 'Code of Conduct'.

Please refer to Appendix B.

2.4 **Members' Welcome Evening - 29 May 2014, 5.00 – 9.00 pm**

Members' Welcome Evening has been scheduled to take place on Thursday 29 May 2014. The draft Programme is attached for the Panel's information.

Please refer to Appendix C.

2.5 **Members' Handbook - Cover and Draft Contents Page**

Please refer to Appendix D.

2.6 **Member Induction Draft Training Programme for 2014/15**

It is intended that both new and returning Members will have completed all Mandatory training, key IT and skills training within the first 6 months of being elected.

Please refer to Appendix E.

2.7 **Virtual Borough Tour**

Officers are discussing the inclusion of a virtual Borough Tour, however, in the event that this cannot be progressed, an alternative option is to replace it with a 10 minute talk at the Members' Welcome Evening by Harrow Youth Parliament setting out their perspective of the borough.

Section 3 – Financial Implications

Funding for the Member Induction activities and events in this report will be contained within existing budget provision.

Section 4 - Equalities implications

Was an Equality Impact Assessment carried out? No

If no, state why an EqIA was not carried out below:

The panel is invited to comment on how to ensure that the Member Development process is inclusive for all new and existing members. These comments will be used to ensure that the process addresses any equality implications.

Section 5 – Corporate Priorities

This report sets out the Induction and Training programme for Councillors, which support the Corporate Priorities.

Section 6 - Statutory Officer Clearance

Name: Steve Tingle	<input checked="" type="checkbox"/>	on behalf of the Chief Financial Officer
Date: 24.1.14		
Name: Sarah Wilson	<input checked="" type="checkbox"/>	on behalf of the Monitoring Officer
Date: 27.1.14		

Section 7 - Contact Details and Background Papers

Contact: Manize Talukdar, Democratic & Electoral Services Officer /Daksha Ghelani, Senior Democratic Services Officer.

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Background Papers: 2010 Members' Handbook & Induction Programme,
2010 Members' Essentials Pack, Member Development Panel Agenda & Minutes,
1 October 2013