

Meeting:	Member Development Panel
Date:	7 th February 2006
Subject:	Member Induction 2006 – Progress Report
Responsible Officer:	Director of People, Performance and Policy
Contact Officer:	Maggie Rees, Organisational Development Group Manager
Portfolio Holder:	Communications, Partnership and Human Resources
Key Decision:	No
Status:	Public

Section 1: Summary

Decision Required

To (1) comment on the progress of the programme, as set out in Appendix A;

Reason for report

The draft outline programme would ensure that Members receive a structured and timely induction programme.

Benefits

The proposals incorporate the comments of the November member development Panel and the Corporate management Team to ensure an efficient and effective induction for both new and returning members

Cost of Proposals

There are no changes to the costs of the programme reported in November 2005 estimated at £37,000. These costs would be equally spread over two financial years. Costs incurred in 2005/06 can be contained within the estimates for the year. Costs for 2006/7 will be contained from within the Member induction budget.

Risks

Failure to deliver an effective induction process would hinder the ability of Members to fulfil their role.

Implications if recommendations rejected

Officer/Member time required devising an alternative programme.

Section 2: Report

Background

The working group of officers have begun preparations for induction based on the report approved and revised by the Member Development Panel in November 2005. There will be a final report submitted in March/April 2006 providing the full plan for the whole programme of the induction programme.

The programme consists of a series of running through May and June 2006:

- 1) **The Members Welcome** session on Monday 8 May 2006. This is the opportunity for Members to be introduced, receive presentations from senior Council officers and complete several administrative duties. Members would also be provided with a Welcome Pack. This welcome session is designed for all new and returning members
- 2) **Getting to know the borough** - tours of the Borough, the Civic Centre buildings and a HITS tour designed for new members but open to all.
- 3) **You, the Council and the Community** mandatory for new members and for returning members who have not attended previous code of conduct training. Aims to help new member explore and understand their role and responsibilities
- 4) **Initial Mandatory training** – designed for new members of Licensing and Planning committees
- 5) **IT training** –for new and returning members to enable them to make the most of the IT available to them to help them do their job

In addition to the series of events set out in Appendix A, it is also proposed that :

- a) Members receive a DVD as part of their induction pack. The objective of the DVD would be to explain a Members role in Harrow, be it on Cabinet, Overview and Scrutiny and the Council as a whole.
- b) new members are allocated to an Executive Director or director to act as induction adviser and answer any queries in the first four weeks

A new officer has been seconded part time to the project to ensure the project is delivered on time, to budget and to a high standard.

Progress in each of these planned events is outlined in Appendix A

Options considered

N/A

Consultation

. As part of the evaluation of the 2005/06 Member Development Programme, all Members have been asked to suggest subjects that should be included in the induction programme.

Financial Implications

See 'Cost of Proposals' above.

Legal Implications

The "promotion of wellbeing" power is set out in the Local Government Act 2000, section 2. It is the power to do anything that is likely to achieve the promotion or improvement of the economic, social, or environmental wellbeing of an area. This includes financial expenditure to promote wellbeing.

The Member Development Panel is empowered to prepare and assist in the delivery of the induction of new Councilors following the Borough elections or any by-elections (3-5 Constitution).

A structured induction programme for Members will ensure that they are better equipped to understand the decision making processes, the constitution and procedures of the Council, as well as the standards expected of them in particular the code of conduct. This will ensure that Members are able to deliver

high quality services through democratic processes and therefore more able to promote the wellbeing of Harrow.

Equalities Impact

The induction programme and pack will take specific needs into account. Members will be asked for specific requirements at the welcome evening to ensure needs are met throughout the remaining programme .

Section 17 Crime and Disorder Act 1998 Considerations

N/A

Section 3: Supporting Information/ Background Documents

Appendices

Appendix A Draft Outline Member Induction Programme

May – July 2006

<p>Welcome session 8 May 2006</p>	<p>Getting to Know your Borough (w/c 15 May 2006)</p>	<p>You, the Council and Community (w/c 22 May 2006)</p>	<p>Directorate/Service Overviews (Open Day? – Date Tbc)</p>	<p>September 2006</p>	<p>1st Year</p>
<ul style="list-style-type: none"> • Welcome to Harrow (by Chief Exec & Exec Directors) key issues for year ahead incl CPA • Structure of Council • Who’s Who • Signing of the Acceptance of Office • Signing of the Code of Conduct • Cllr/Officer Role • IT (including signing the IT policy) • Communications (internal and external) • Robes • Photographs • Welcome Pack 	<ul style="list-style-type: none"> • Civic Centre Tour • Tour of the Borough • HITS Tour 	<ul style="list-style-type: none"> • Constitution & Code of Conduct (Mayor/Leader/ Council/ role of standards) • Role of scrutiny Scrutiny • The role of Cabinet • The Councillor and their role in the community (community leadership) • Representative role • Diversity/Community Engagement • A Councillor’s Health and Safety obligations • Harrow Strategic Partnership 	<ul style="list-style-type: none"> • Urban Living • People First • Business Development • Chief Executive’s 	<ul style="list-style-type: none"> • IT Training • Representing the Council on an Outside Body • Difficult/awkward scenarios • Executive Member Training • Scrutiny (for Scrutiny and non-scrutiny members) • Finance – budget processes • BTP • In-depth DCC/Licensing Panel Training (subject to consultation with officers) • Personnel Appeal Training 	

The

Welcome session 8 May 2006	Times	Council Chamber 7.30 – 8.00	Members Lounge 6.00 – 9.30	Committee Room 4	Committee room 1/2	Committee room 3	Committee room 5
<ul style="list-style-type: none"> Aims to cover key issues, meet other councillors, and complete a number of essential administrative tasks 	<ul style="list-style-type: none"> The session will run from 6.00 – 9.30. members will be invited to attend at a specific time and provided with a programme of timed events. Each group will be allocated an usher who will ensure members move smoothly from one event to another. All members will be invited to attend the event in the Council Chamber at 7.30 pm 	<p>Welcome by the Chief Executive</p> <p>Key issues, challenges and plans for the year including CPA and BTP</p> <p>The structure of the Council / the role of scrutiny / standards</p> <p>Up-dates on the services by Executive Directors</p> <p>Communications – how they will be kept up to date – what is expected of Councillors by staff, the public and the press</p>	<p>A display by all the services and an opportunity to meet some of the key officers</p> <p>A display of the remaining induction programme</p>	<p>Fitting robes for those members who wear them</p>	<p>Harrow IT services</p> <p>Demonstration of the intranet / website</p> <p>Demonstration of equipment available to members</p> <p>Outline of IT training available for members</p> <p>Signing of the IT policy</p> <p>Councillors FAQs on the intranet</p>	<p>An opportunity to sign the acceptance of office for those members who have not already done so</p> <p>The Councillor/ officer roles and responsibilities</p> <p>Brief outline of the code of conduct</p>	<p>Photographs</p> <p>15 mins</p> <p>Display of photographs over the past year</p>

welcome pack will include FAQs, signposting future events, maps of the Civic Centre site and the Travel Harrow map

Getting to know your borough	Dates and Times W/c 8 May 2006	Bus Tour	HITS tour	Civic Centre tour
<ul style="list-style-type: none"> Aims to help members find their way around the Civic centre, learn about IT services, see some of Harrow Councils other sites, get a feel for the borough as a whole and see some of the work of the Council on the ground. There will be further opportunities to do this on directorate showcase days 	<ul style="list-style-type: none"> Tours will run several times during the afternoon and evening enabling members to attend any or all at times most convenient to them <p>Members will be asked to sign up at the welcome event</p>	<p>The tour will cover all parts of the borough, looking at sights of interest as well as active Council projects and include a visit to the Council Depot,</p>	<p>Help desk</p> <p>Computer room</p> <p>Training rooms</p> <p>Build room</p>	<p>Middlesex Suite</p> <p>Committee Services</p> <p>Security</p> <p>Committee rooms including CR4</p> <p>First Contact area</p> <p>Offices</p> <p>Other buildings on Civic centre site</p>

You, the Council and community	Dates and Times W//c 15th May 2006	Session one 1 hour	Session two 1.2 hour	Session three ½ hour	Session four ½ hour
<p>Aims to help new member explore and understand their role and responsibilities</p> <p>The sessions are aimed at new members but returning members may also find a number of them helpful as refreshers</p> <p>Session one is mandatory for new members and those returning members who have not previously attended</p>	<p>The event will be divided into 4 sessions one of an hour and 3 of ½ hour – each session will be run twice in order to enable members to attend at times which suits their needs</p> <p>Sessions will be run at 5.30 6.00 7.00 7.30 8.00 and 8.30 Refreshments will be served at 6.30</p>	<p>The Constitution and members code of conduct</p> <p>The role of cabinet</p> <p>The role of the standards committee</p>	<p>The members role in scrutiny</p>	<p>The Councillors representational role and role in community leadership</p> <p>Community engagement</p> <p>The Local area Agreement</p> <p>Representing the Council on outside bodies</p>	<p>Members FAQs</p> <p>An opportunity to ask experienced members advice on the day to day tasks involved in being an effective councillor</p>