

Meeting:	Member Development Panel
Date:	4 April 2006
Subject:	Member Induction Progress to April
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) approve and comment on the draft outline 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 issues that both Members and officers feel are most important for inclusion into the induction programme.

Cost of Proposals

Costs of the programme have not changed from those reported at the January meeting of the panel (£37,000). These costs 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 Development 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

2. Background

- 2.1 The Member Development Panel at its meeting in January 2006, approved the draft programme for Member Induction 2006.
- 2.2. A working group of officers has been working to implement the agreed programme. Work in the last two months has focussed on the following areas:
1. Consulting with other members and directors
 2. The branding for member induction
 3. The DVD
 4. The welcome pack
 5. The welcome evening on 8th May 2006 ,
 6. The tours day on 15th May 2006
 7. You, the council and the community session on 23rd May 2006
 8. The Directorate open events
 9. Mandatory training programme
 10. The budget for 2006/7
- 2.3 All members were issued with evaluation forms for the 2005/6 programme, and their views were sought on induction. 7 members had returned their forms by 12th March and all had supported the proposed sessions. 2 Members also wanted the focus of sessions to be on the type of questions raised by residents.
- 2.4 Corporate Communications have developed a member induction brand, which will be adapted for the member development programme for 2006.

- The brand is included in the draft welcome packs available for members' consideration.
- 2.5 A running order for the DVD has been drafted and a filming took place on 10th / 11th April. A first cut should be available by the 15th April.
 - 2.6 The welcome pack is now in draft form. Appendix 1 (issued under separate cover) Further work is required to ensure a consistent style and approach.
 - 2.7 The timetable for all planned development activities, both induction and mandatory training is attached has been agreed and is attached as Appendix 2.
 - 2.8 The welcome evening programme, tours of the borough and the Civic Centre and the evening focussing on the Councillor, the Council and the Community are now planned. The outline programmes are attached as Appendix 3.
 - 2.9 Directorate open events are currently being planned, to ensure that all members understand the achievements and developments of each of the services. The programme of meetings for June and July is very full. It is therefore proposed to run the events from 2.00 – 6.30 to avoid clashes.
 - 2.10 The mandatory training programme has also been planned as outlined in Appendix 2.
 - 2.11 The estimate of expenditure for the proposed 2006/7 programme is attached as Appendix 4.
 - 2.12 The Scrutiny training programme is also under development. Consideration will also need to be given to development needs for the Cabinet.

Options considered

N/A

Consultation

N/A

Financial Implications

See 'Cost of Proposals' above.

Legal Implications

N/A

Equalities Impact

Arrangements will be made to accommodate members with disabilities and specific requirements

Section 17 Crime and Disorder Act 1998 Considerations

N/A

Section 3: Supporting Information/ Background Documents

Appendices

Appendix 1	Draft welcome pack
Appendix 2	Outline induction and mandatory programme 2006
Appendix 3	Summary of induction sessions
Appendix 4	Training expenditure 2006 – 7