Member Induction Programme 2011/12

Key Principles

- Keep it simple and coherent

- Build the confidence of members

- Deliver information when it is needed and build from there

- Engage members fully in their new roles

- Establish a 'new normal ' in respect of I.T. use and communication

- Identify and progress members' personal development aims

Framework

- **Governance**

- **Decision making**

- **Council plan, vision and priorities**

- **Role of the Councillor**

- **Communication**

- **Specialism**

Additional information and support

Induction pack

Personal Development Interviews

Mentoring within political groups

Member briefing sheets

Pre Committee briefings

Debriefing session

Member led evaluation of Induction Programme and satisfaction form

Lead officer contact, option to meet with Heads of Service.

Examples of additional Member Briefing Sheets

Departmental Service summaries

Induction session summaries

Emerging Government Policy bulletins

Health and Safety: responsibilities of members

Civic arrangements and Twinning

Scrutiny end of year update April 2011

Compliments and Complaints procedure summary

Areas of specific interest

Appendix 1

Induction Programme 2011/12

TIMEFRAME	EVENT	Content	LEADS
w/c 9th May	**Signing in session with Chief Executive- daytime by appointment, Mon/Tue/Weds**	• Administration (see actions list) • Member Induction Pack (see contents list) • Individual photograph taken	John Robinson Sarah Klapkowski
	Induction Presentation 1 - Governance **Tues 10th May: 5.30 – 6.30pm**	• Local Government (County, Unitary, District, Parish) • Council structure and functions • Cabinet and Committees • Management structure • Tour of the Council offices	John Robinson Mark Kimberley Stephen Bray
	Induction Presentation 2 - Council vision and priorities **Weds 11th May: 5.30 – 6.30pm**	• Vision overview and summary • Council Plan • Current priorities • Partnership arrangements	John Robinson Stephen Bray
	Induction Session 3 - The role of the Elected Member **Weds 12th May: 5.30 – 6.30pm** - **30 mins** Form filling - **1hour** Facilitated discussion	• **Forms** - Code of Conduct, Standards regime and Formal declaration of Interests • Protocols at committees • Expectations at Council • Dealing with constituents • Liaising with officers • Resources available to Councillors • Member Development Charter • **How members can have an influence:** On Committees and partnership groups, as a Community Champion, engaging in Scrutiny	Sue Sale or Helen Barrington An experienced non exec. member - TBC A Cabinet member - TBC

TIMEFRAME	EVENT	CONTENT	LEAD
w/c 16th May:	**Annual Council** - **Weds 18th May**	Senior Management Team available to pick up on queries or concerns	John Robinson
	An Introduction to Gedling - **Friday 20th May** - **11am – 3pm** **(lunch included)**	• **Session 1** - Speed dating 'meet and greet' with HOS in the chamber, followed by tour of departments with individual Heads Of Service • **Session 2 -** Coach tour of the Borough	Stephen Bray
w/c 23rd May	**Statutory Planning Committee Training** - **23rd May** - **9.15 – 4.30pm**	• Basic policy and procedural aspects of the English planning system.	Peter Baguley
	Communications - **Tues 24th May** - **5.30 – 7pm**	• Communication Code of Practice • PR and Press • Council online, Members and the Social Media • Committee administration and I.T. use by members • IT protocols and security • Contact Centre (plus offer appt. to visit)	Carrie Mc Murdo James Hall Stephen Bray Mark Lane Janet Brothwell

TIMEFRAME	EVENT	CONTENT	LEAD
	Pre Planning Committee briefing - **Weds 25th May** - **6.15pm**	• Pre committee introduction to proceedings by lead officer	Peter Baguley
w/c 30th May	**Pre Policy Scrutiny Committee Briefing** - **Tues 31st May** - **5.15pm**	• Pre Committee introduction to proceedings by lead officer	Stephen Bray
	Pre Cabinet Briefing - **Thurs 2nd June – 5.15pm**	• As above	Mark Kimberley
w/c 6th June	**Pre Environment and Licensing Committee briefing** - **Tues 7th June** - **4.15pm**	• As above	Peter Baguley

	Internal Management controls - **Weds 8th June** - **5.30pm – 7pm**	• Finance framework and controls inc. Audit • The Employment relationship • Health and Safety responsibilities • The Constitution • Freedom of Information, Data Protection • Ombudsman • Surveillance and Information Commissions • (Include Q and A and describe ways that departments interact on controls)	Mark Kimberley Janet Brothwell Barry Saunders Helen Barrington
	Pre Standards Committee briefing - **Thurs 9th June** - **4.15pm**	• Pre committee introduction to proceedings by lead officer	Helen Barrington
TIMEFRAME	**EVENT**	**CONTENT**	**LEAD**
w/c 13th June	**The Aligned Core Strategy** - **Weds 15th June** - **5.30 – 7pm**	• Briefing and opportunity to consult with Members on developments in Planning Policy, including the broader planning implications of the Localism Bill	Stephen Bray Alison Gibson/Jo Gray
w/c 20th June	**Pre Audit Committee briefing** - **Tues 21st June** - **5.15pm**	• Pre committee introduction to proceedings by lead officer	Mark Kimberley

	Environment and Licensing Committee training - **Friday 24th June (tbc)** - **NALG event Mansfield**	• **First date option** - Licensing act training for all Nottinghamshire Authorities. (Policy guidelines for consideration of applications for Hackney Carriage/Private Hire Vehicle Drivers Licences and Hearings and Review procedures for Licensing Act Committee members)	Steve Hackett
TIMEFRAME	**EVENT**	**CONTENT**	**LEAD**
w/c 27th June	Pre Personnel and Resources Committee briefing - **Mon 27th June – 6.15pm**	• Pre committee introduction to proceedings by lead officer	Janet Brothwell
	Pre Overview Scrutiny Committee briefing - **Tues 28th June - 5.15pm**	• As above	Stephen Bray
w/c 4th July	Continuous Improvement - **Tues 5th July** - **5.30 – 7pm**	• Covalent Performance monitoring • Fast Forward efficiency programme / LEAN • Public Access (Planning I.T system) • Council Scrutiny procedures • Compliments and Complaints Procedures	Stephen Bray Peter Baguley Jane Ansell Janet Brothwell

	Environment and Licensing Committee Training
	
	   - **Friday 8th July (tbc)**
	   - **NALG event Mansfield**
		• **Second date option** - Licensing act training for all Nottinghamshire Authorities	Steve Hackett

TIMEFRAME	**EVENT**	**CONTENT**	**LEAD**
w/c 11th July	**Pre Performance Scrutiny Committee briefing** - **Mon 11th July – 5.15pm**	• Pre committee introduction to proceedings by lead officer	Stephen Bray

	Induction Program Debrief and Evaluation
	
	   - **Weds 13th July**
	   - **5.30 – 6.30pm**
		• An opportunity for members to raise questions, give impressions and feedback on the contents of the program and complete a satisfaction questionnaire	Stephen Bray

w/c 18th July	**Pre Policy Scrutiny Committee briefing** - **Tues 19th July – 5.15pm**	• Pre committee introduction to proceedings by lead officer	Stephen Bray