

**Report of Chief Officer, Democratic and Central Services**

**Report to Member Management Committee**

**Date: 2 April, 2012**

**Subject: Member Development**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Summary of main issues**

The purpose of the Member Development Working Group is to formulate, progress and monitor Member Development activities. In addition to planning on-going events and regional programmes, the Group has recently been concentrating on the following projects:

- Planning the induction programme for 2012
- Developing proposals to improve the 'exit process' for Members stepping down or not re-elected.

This report provides Member Management Committee with an update on progress with the above projects.

**Recommendations**

Member Management Committee is asked to note the contents of this report and comment on the Induction Programme 2012 and draft Exit Guidance documents.

## **1 Purpose of this report**

1.1 The purpose of this report is to provide Members with an update on learning and development issues relating to elected Members. Specifically, this report contains the following items:

- new Members' Induction programme for 2012
- draft guidance for Members who step down or are not re-elected.

## **2 Background information**

- 2.1 Induction is a vital programme for new councillors and sets the tone for their future engagement with learning and development. The Member Development Working Group aims to put together a practical and beneficial programme which covers all the basic skills and knowledge necessary for councillors to get started in their new roles.
- 2.2 This year the Working Group has also been considering the ways in which councillors leave the authority, and are proposing a number of ways to improve the exit process so that Members feel that their service was valued and acknowledged.

## **3 Main issues**

### **Induction 2012**

- 3.1 This year's Induction programme is based largely on last year's successful series of events, which were well attended and evaluated as 'excellent' or 'good'. Two main areas for improvement were noted and these have been accounted for in the 2012 programme:
- The timing of events. A number of new Members would have preferred more events in the early evening.
  - Greater participation from existing Members. New Members found events where existing Members were present (either as delegates or providing input) particularly useful, as they were able to learn from the experience of others.
- 3.2 Induction 2012 includes the core events, such as Using ICT, Learning the Ropes of Council Meetings, Local Government Finance and Being a Corporate Parent. This year we also plan to include sessions on Time Management and the new Standards Regime (this will be open to all Members). The full programme can be found at Appendix A.

### **Exit process**

- 3.3 During this year's exit interview process a number of suggestions were made to improve the way that councillors leave the authority, and to recognise and celebrate their achievements during their time in office. These included:
- Ensuring that officers properly understand the election process and treat individuals sensitively when arranging the removal of Council equipment. Also ensuring that they apply a common sense approach to ex-councillors who

require a short grace period to tie up loose ends regarding specific pieces of casework

- Signposting members who are not re-elected to areas of support and potential roles for the future
- Finding practical ways to celebrate and evidence achievement, for example, by providing learning records which demonstrate transferable skills, encouraging individuals to create a personal record of their time in office.

3.4 Following discussion at Member Management Committee on 31 January, two guidance notes have been drafted; one for councillors who step down and one for those who are not re-elected. The guidance aims to provide practical advice about the migration of personal data, removal of Council equipment and creating Out of Office messages, as well as offering general advice and support.

3.5 Members are asked for their views on the guidance notes which can be found at Appendices B and C.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 The proposals put forward in this report have been endorsed by and have the support of the Member Development Working Group.

### **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 The diversity of the Member Development Working Group ensures that any initiatives and projects take account of equality issues. We include equality and diversity elements in our training programmes to ensure an embedded approach.

### **4.3 Council Policies and City Priorities**

4.3.1 The recommendations put forward in this report relate to the aims, priorities and performance measures of the Council Business Plan and City Priority Plans.

### **4.4 Resources and Value for Money**

4.4.1 A number of options for partnership working and reciprocal arrangements are being explored in order to ensure that any Member development activity is delivered at low cost and is sustainable. Examples of this include our work with Local Government Yorkshire and Humber and the West Yorkshire authorities to develop shared programmes. In addition we will be using the MORE website to develop and share resources across the region.

### **4.5 Legal Implications, Access to Information and Call In**

4.5.1 This section is not relevant to this report.

## **4.6 Risk Management**

4.6.1 For new Members appointed to regulatory panels, training is compulsory. This is in place to ensure that any planning and licensing decisions are made impartially with sound judgement and for justifiable reasons. If Members do not undergo the training prior to taking part in the process, and therefore have not acquired the requisite skills and knowledge, the Council is at risk of legal challenge. New Members will also be strongly encouraged to attend Corporate Parenting and Safeguarding training. This is to ensure that they have the relevant legal and procedural knowledge required to manage issues where vulnerable children and adults could be at risk.

## **5 Conclusions**

5.1 This report provides Member Management Committee with an update on the work of the Member Development Working Group and seeks Members' views on current activity and projects, specifically the proposals to improve the exit process and the Induction programme for 2012.

## **6 Recommendations**

6.1 Member Management Committee is asked to note the contents of this report and comment on the following proposals:

- The Induction programme for 2012 as outlined in Appendix A
- The guidance notes for Members stepping down or not re-elected as outlined in Appendices B and C.

## **7 Background documents<sup>1</sup>**

None used.

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.