



<b>Change Management Committee</b>	<b>Tuesday, 05 March 2019</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **Draft Member Induction Programme (2019/20)**

**Report Author(s):** **Steven Tucker (Democratic & Electoral Services Manager)**

<b>Purpose of Report:</b>	To notify the Committee of the draft timetable for Member Induction after the 2019 Borough Council elections.
<b>Report Summary:</b>	Access to a comprehensive induction programme is vital to ensuring that returning and newly-elected Members are fully conversant with all aspects of the various roles they will be expected to undertake. The draft Induction Programme has been designed to support strong governance and sound decision-making, whilst militating against reputational risks to the Council.
<b>Recommendation(s):</b>	<b>That the draft Member Induction Programme for 2019/20 (as set out at Appendix 1) be approved.</b>
<b>Responsible Strategic Director, Head of Service and Officer Contact(s):</b>	<p>Anne Court (Chief Executive) (0116) 257 2602 <a href="mailto:anne.court1@oadby-wigston.gov.uk">anne.court1@oadby-wigston.gov.uk</a></p> <p>David Gill (Head of Law &amp; Governance / Monitoring Officer) (0116) 257 2626 <a href="mailto:david.gill@oadby-wigston.gov.uk">david.gill@oadby-wigston.gov.uk</a></p> <p>Steven Tucker (Democratic &amp; Electoral Services Manager) (0116) 257 2605 <a href="mailto:steven.tucker@oadby-wigston.gov.uk">steven.tucker@oadby-wigston.gov.uk</a></p> <p>Samuel Ball (Senior Democratic Services Officer / Legal Officer) (0116) 257 2643 <a href="mailto:samuel.ball@oadby-wigston.gov.uk">samuel.ball@oadby-wigston.gov.uk</a></p>
<b>Corporate Priorities:</b>	Not applicable.
<b>Vision and Values:</b>	Accountability (V1) Teamwork (V3)
<b>Report Implications:-</b>	
Legal:	Basic training on the law and procedure relating to the functions of quasi-judicial committees and sub-committees is mandatory.
Financial:	There are no implications directly arising from this report.
Corporate Risk Management:	No corporate risk(s) identified.
Equalities and Equalities Assessment (EA):	There are no implications arising from the report. EA not applicable.

Human Rights:	There are no implications arising from the report.
Health and Safety:	There are no implications arising from the report.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	Members of the Change Management Committee.
<b>Background Papers:</b>	<a href="#">Report entitled 'Proposed Members' Induction Programme (May 2019)' to Change Management Committee, 24 July 2018</a> <a href="#">Report entitled 'Draft Schedule of Council &amp; Allied Meetings (2019/20)' to Change Management Committee, 5 March 2019</a> <a href="#">Constitution of the Borough Council of Oadby and Wigston</a>
<b>Appendices:</b>	<b>1. Draft Member Induction Programme (2019/20)</b>

## **1. Background**

- 1.1 At the meeting of Change Management Committee held on Tuesday, 24 July 2018, Members were provided with a summary of the work undertaken towards preparing a programme of Member induction after the Borough Council elections scheduled for Thursday, 2 May 2019.
- 1.2 The Committee were invited to comment on potential topics for inclusion in the programme, and expressed support for a range of development options including face-to-face training and e-learning modules.

## **2. Draft Induction Programme (2019/20)**

- 2.1 Details of the draft Induction Programme are attached at **Appendix 1**. This remains a working document, therefore any comments and/or suggested changes by the Committee are welcomed. Equally, certain dates and/or subject-matter content may be subject to possible revision, depending on the availability of Members and Officers.
- 2.2 The draft Induction Programme has been designed around three key stages, which are summarised below:

### **2.2.1 Pre-Election Period**

Information and support for prospective candidates has been provided across a series of promotional events, including a joint Leicestershire event hosted by Blaby District Council in October 2018 and a presentation by Democratic Services to each of the Borough's Resident Forums during October to November 2018. Information about standing for election has also been provided via the Council's website, social media platforms and the Winter edition of Letterbox magazine. A briefing for candidates and agents was also held at the Council Offices in February 2019.

### **2.2.2 Core Induction**

Following the Borough Council election on Thursday 2 May 2019, the programme will move onto the second phase, which will involve the provision of key information,

support, resources and training for both newly elected and returning Members. In order to ensure that information is made available to Members at a steady pace, each Member will receive a ring-binder at the Induction Programme launch day on Wednesday 8 May 2019. The contents of the ring-binder will be added to as Members progress through the induction arrangements.

### **2.2.3 Ongoing Development**

The programme will then move onto a phase covering introductions to particular departments/services, and training aimed at particular committees, such as licensing and planning.

## **3. Delivery of the Programme**

- 3.1 In most cases, induction sessions will be provided in-house and led by senior Officers. In addition, it is proposed that there will be visits and tours to facilities such as the Customer Service Centre and Depot. A number of training sessions aimed at developing knowledge and "soft-skills" are also to be made available via the Council's e-learning platform.
- 3.2 Although elements of the Induction Programme will be aimed primarily at new Members, it is intended that all training will remain useful and relevant for returning Members. It is expected that experienced Members will be able to add value by attending as much of the programme as possible, through the opportunity to make contributions and offering support and interaction with newly-elected Members.