

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL
EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE
MEMBER DEVELOPMENT PANEL

4 June, 2015

NEW MEMBERS INDUCTION

Submitted by: Member Training and Development Officer

Portfolio: Finance and Resources

Ward(s) affected: Non-specific

Purpose of the Report

To update Members on The New Members Induction Programme.

Recommendations

- (a) That Members receive the information and make any comments on information contained within the report.

Reasons

To ensure that the training programme is robust and that Members take up the opportunities offered to give them the required skills and knowledge to carry out their role.

1. **Background**

- 1.1 The Induction programme is an important event which is designed to introduce brand new Members to the working of the Council. It acts as a taster session with more in depth training being given throughout the year.

2. **Issues**

- 2.1 The Induction programme was held on the mornings of 12 May and 19 May, 2015. There had been two major changes this year as recommended by the Panel. The first was to make the session mandatory for all new Members and the second was to hold it over two days rather than, as in previous years, the one day in order to reduce the bombardment of information.
- 2.2 Making the event mandatory was successful in that all of the new Members attended both sessions. However, the splitting of the session over two days did not prove to be effective.
- 2.3 The attendance figure for 2014 was five out of twenty Members. This was put down to a lack of communication last year about the event. Members were not informed about it at the count. However, this year, details were sent with candidates packs and the Member Training and Development Officer was there to meet all of the successful candidates and remind them of the Induction.

- 2.4 On 12 May, fourteen out of the twenty one Members were in attendance. The second day – 19 May was only attended by 8 Members.
- 2.5 Members are asked to consider whether the original programme of one day should be put back into place as it would reduce the risk of the Members not attending the whole programme.
- 2.6 It is appreciated that there is a lot of information given during the sessions, therefore a different approach could be sought in the way that the information is delivered.
- 2.7 Members are also asked to consider whether the Induction should be mandatory for all successful candidates following election.

3. **Legal and Statutory Implications**

- 3.1 There are no legal implications directly associated with this report.

4. **Equality Impact Assessment**

- 4.1 There are no equalities implications directly associated with this report.

5. **Financial and Resource Implications**

- 5.1 There is a limited budget of £5000 for the training and development of Members.
- 6.2 The main resource implication associated with the proposals listed in this report is use of Members' time. The process will require a minimal commitment of time from Members if it is to be effective and meaningful. There is little resource implication concerning officers as this process will be Member led and owned by Members.

7. **Major Risks**

- 7.1 There are no major risks associated with this report.

8. **Key Decision Information**

- 8.1 The proposals within this report are not regarded as Key Decisions in the sense that it should be included within the Forward Plan. However, as this is not regarded as a non-Executive function, a Cabinet (executive) decision is required to give effect to the proposals.

9. **Appendices**

None

10. **Earlier Cabinet/Committee Resolutions**

2 April, 2015