

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

**10 March, 2014**

**NEW MEMBERS INDUCTION AND STRATEGY FOR ELECTED MEMBER DEVELOPMENT**

**Submitted by:** Member Training and Development Officer

**Portfolio:** Finance and Resources

**Ward(s) affected:** Non-specific

**Purpose of the Report**

To comment upon, amend and approve two documents for inclusion in the New Members Induction Programme.

**Recommendations**

- (a) That the New Members Induction Programme for 2014 be approved.
- (b) That the Strategy for Elected Member Development be agreed for distribution to all Members in May. .

**Reasons**

To ensure that the Council's New Members Induction Day is informative and the Strategy is adopted for 2014 - 2018.

1. **Background**

- 1.1 Following an election, new and returning Members are given a brief overview of the Council and its workings. A copy of the Programme is appended to this report (Appendix 1).
- 1.2 Following the granting of the Primary Level of the West Midlands Member Development Charter in 2010, Newcastle produced a Strategy for Elected Member Development. This has been amended and updated as a four year strategy (Appendix 2).

2. **Issues**

- 2.1 The Induction Programme only briefly touches upon the subject areas. More in-depth training will be arranged throughout the Municipal Year. The Panel are asked to agree the Programme or to recommend changes.
- 2.2 The Strategy for Elected Member Development contains information on training etc and will now be a four-yearly publication. Again, Members are asked to discuss/amend and agree the document for publication.

2.3 The New Members Induction Handbook is currently being updated and this has been changed to a 'Member's Handbook' and will be available for all Members on the Members Web page and hard copy if required.

3. **Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

3.1 Better informed Members will contribute directly to the 'Transforming our Council to Achieve Excellence' priority within the Corporate Plan.

4. **Legal and Statutory Implications**

4.1 There are no legal implications directly associated with this report.

5. **Equality Impact Assessment**

5.1 There are no equalities implications directly associated with this report.

6. **Financial and Resource Implications**

6.1 There is now a limited budget for the remainder of the current financial year.

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**

Appendix 1: New Members' Induction Programme

Appendix 2: Strategy for Elected Member Development.

10. **Earlier Cabinet/Committee Resolutions**

29 January, 2014