



GOVERNANCE COMMITTEE 8 March 2022

Subject Heading:

Member Induction Programme 2022

SLT Lead:

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Policy context:

Following the planned local elections in May 2022 there will be a series of induction events to brief and train new members and also provide an opportunity for a refresher for returning members on a variety of topics.

Financial summary:

There will be a series of costs, estimated at £10k, associated with the provision of training which will be contained within the Member training & development budget

The subject matter of this report deals with the following Council Objectives

Communities making Havering	<input type="checkbox"/>
Places making Havering	<input type="checkbox"/>
Opportunities making Havering	<input checked="" type="checkbox"/>
Connections making Havering	<input type="checkbox"/>

SUMMARY

With the forthcoming local elections taking place in May 2022 there is a need to deliver a range of training and information sessions to new and returning members, commonly known as the Member Induction Programme. The Programme aims to induct newly-elected and returning Members into their roles in council business, decision-making, and how to be effective councillors when exercising their community leadership role.

RECOMMENDATIONS

- 1 That the Committee notes the enclosed programme of information and training sessions for new and returning members following the planned local elections in May 2022.

REPORT DETAIL

Member Induction 2022

- 1.1 The purpose of the member induction programme is to induct newly-elected and returning Members into their roles in council business, decision-making, and how to be effective councillors when exercising their community leadership role.
- 1.2 The programme will ensure that newly-elected and returning members:
 - have a robust understanding of local government and the processes involved in decision making and can discharge their responsibilities effectively.
 - are provided with developmental opportunities to acquire and further the skills needed to fulfil their roles.
 - are provided with IT hardware and are supported where needed in maximising the use of IT devices, including developing the necessary technological skills to manage their roles.
 - are introduced to chief, senior and other relevant officers and key partners.
 - are given key and consistent messages that promote effective member and officer relationships.
- 1.3 For 2022, the Induction Programme will comprise an administrative event for newly elected councillors (see details in 1.4), followed by a series of training and information sessions for **all councillors** delivered in the weeks and months thereafter which encompass the requirements of the wider Member Development Framework (see Appendix A). Dates for the sessions have yet to be finalised and will be confirmed in the coming weeks. The order and timing of sessions will in part reflect organisational requirements; for example,

the session on 'How Council Meetings Work and the Annual Meeting' will take place in mid-May in advance of the Annual meeting later that month. Mandatory attendance will be a requirement for those Members who are appointed to committees such as Planning, Strategic Planning, Licensing and Pensions (this applies to both new and returning Members).

- 1.4 The Induction Programme provides the foundation upon which future member training and development activity is delivered and complements other learning formats available to members, including e-learning, workbooks and webinars, the details of which are provided elsewhere in this report.

Newly elected Members Welcome event

On Monday 9 May 2022 , all newly elected Members will be invited to attend a welcome event where they will be given a guided tour of the Town Hall, collect their IT equipment and have photographs taken for inclusion on the Council's website. It will also provide an opportunity for Members to meet their fellow cohort and to familiarise themselves with the surroundings of the Town Hall.

Format

- 1.5 In order to ensure a high turnout at events, details of the planned sessions will be given at an advanced date to existing members and prospective candidates for election to Havering Council. Subsequent calendar appointments will also be issued and included in weekly Calendar Brief releases.
- 1.6 It is anticipated that training and information sessions will be held in the Council Chamber at the Town Hall. Arrangements will however remain under review over the coming months to take account of the ongoing challenges posed by the pandemic. Over the past 12 months Havering Council has made great strides in its smart working capability and is able to operate hybrid arrangements whereby attendees can join and participate in sessions remotely. Those arrangements will be available for Members training and development sessions.

Member Handbook and online materials

- 1.7 New and existing Members will also receive additional support in the form of a handbook. The handbook will cover basic introductions such as the organisational structure of the Council, how the Constitution works, the Council's governance model, the planning and licensing regimes, the data protection regime, and local government finance. It will also include more practical matters such as how allowances are paid and health and safety.

E-learning

- 1.8 The Local Government Association has developed an E-Learning platform which enables councillors to deepen their knowledge of local government and develop the essential leadership skills needed to work more effectively with their communities.
- 1.9 Through the platform, users can create a bespoke learning programme, choosing the modules most relevant to their individual needs and interests, and allowing them to fit their learning around work or other commitments. Current modules include:
- Commissioning Council Services
 - Community engagement and Leadership
 - Councillor Induction
 - Equality, Diversity and Inclusion (mandatory)
 - Effective ward councillor
 - Facilitation and conflict resolution
 - Holding Council Meetings online
 - Licensing and regulation
 - Planning
 - Police and crime panels
 - Scrutiny for councillors
 - Influencing skills
 - Local government finance
 - Supporting mentally healthier communities
 - Supporting your constituents with complex issues
 - UK general data protection
- 1.10 The LGA also provide other online materials such as workbooks and links to webinars where knowledge and experience can be shared with other councillors.

IMPLICATIONS AND RISKS

Financial implications and risks:

There will be costs associated with the delivery of the Member Induction Programme which will be contained within the Member Training and Development Budget.

Legal implications and risks:

Members are required to receive a range of training around equalities and diversity, standards, expenses, register of interests, planning, licensing and safeguarding for example. Failure to undertake these sessions would put Members and the reputation of the Council at risk.

Human Resources implications and risks:

Overseeing the delivery of the Member Induction Programme will be met by existing resources in Democratic Services. Individual service areas will assume responsibility for the delivery of training activities specific to their areas of expertise, again by utilising existing resources where possible.

Equalities implications and risks:

It is a requirement for Members to undertake Equalities and Diversity training, particularly with the legal duties now placed on Members. Failure to undertake these sessions would put Members and the reputation of the Council at risk.

BACKGROUND PAPERS

None