GOVERNANCE COMMITTEE
13 November 2013

Subject Heading:	Member Induction Programme 2014
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Policy context:	Following the local elections in May 2014 there is a requirement to run an induction programme to brief and train members on a variety of topics.
Financial summary:	There will be a series of costs associated with the provision of training

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

Ensuring a clean, safe and green borough   []
Championing education and learning for all   []
Providing economic, social and cultural activity in thriving towns and villages   []
Valuing and enhancing the lives of our residents   []
Delivering high customer satisfaction and a stable council tax   [X]

SUMMARY

With the forthcoming local elections taking place in May 2014 there is a requirement to deliver a range of training and information sessions to new and re-elected members commonly known as the Member Induction Programme.

Following consideration of a draft programme by the Member Development Group at its meeting on 21 October 2013 it was agreed that the enclosed programme should be sent to Governance Committee for noting.

RECOMMENDATIONS

1 That the Committee notes the enclosed programme of information and training sessions for new and re-elected members following the local elections in May 2014.

REPORT DETAIL

1. Following previous local elections a variety of training and information sessions have been held to assist new and re-elected Members in the conduct of their duties.

2. These sessions have included both mandatory and optional activities and have been designed to ensure that Members are equipped with the necessary skills and information with which to perform their roles.

3. With the forthcoming local elections in 2014 a review was undertaken of what sessions had been delivered in the past, what other authorities have done and also what feedback had been received from Members on the efficacy of previous and existing programmes.

4. A comprehensive grid detailing all of the different mandatory and optional training sessions was compiled under the themes of ICT, General Skills, Legal and Corporate.

5. Furthermore a draft outline of a post-election induction day was completed which has been designed to aid Members in getting a large amount of the logistical and administrative items completed at the same time.

6. The Member Induction Programme 2014 is designed to provide comprehensive support for the training needs of Members following the election and will form the main part of Member Development for the next municipal term.

7. It is envisaged that the Induction Programme will be composed of the following elements; a post-election information and administration day; a series of training and information sessions ranged over the months after the election and a delivery platform composed of online, classroom, presentational and workshop vehicles.

IMPLICATIONS AND RISKS

Financial implications and risks:

There will be a series of costs associated with the delivery of the Member Induction Programme which will be borne by the Member Development Budget and other relevant service budgets.

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 at risk.

Human Resources implications and risks:

None.

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 at risk.

<div style="border:2px solid black; text-align:center; font-weight:bold;">BACKGROUND PAPERS</div>

- Member Induction Programme 2014

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Training Sessions [To be delivered through a range of platforms over several weeks]

Theme	Subject	Member Audience	Type
ICT	Introduction to using a computer/iPad	All	Optional
	Using Emails	All	Optional
	Web browsing	All	Optional
	Word processing / use of files and folders	All	Optional
	Introduction to e-learning	All	Optional
	Social Media	All	Optional
	Data Protection and Information Security Awareness Training	All	Optional
	Business Systems Policy	All	Mandatory
	Introduction to Accessing Shared Services	All	Optional
General Skills	Chairing skills	All	Optional
	Influencing and negotiating skills	All	Optional
	Public Speaking / Presentation Skills / Speech writing	All	Optional
	Time management	All	Optional
	Speed reading	All	Optional
	Casework management	All	Optional
	Networking	All	Optional
	Community Engagement	All	Optional
	Being a Councillor	All	Mandatory
	Introduction to Local Government	All	Optional
	Media Training	All	Optional
Legal	Planning	Committee Members / All	Mandatory / Optional
	Licensing	Committee Members / All	Mandatory / Optional
	Adjudication and Review and Complaints	Committee Members / All	Mandatory / Optional
	Equalities and Diversity	All	Mandatory
	Corporate Parent	All	Mandatory
	Safeguarding	Committee Members / All	Mandatory / Optional
	FOI / Data Protection & Security	All	Mandatory
	Audit and Fraud	All	Mandatory
	Code of Conduct	All	Mandatory
	Declaration of Interest and Register of Interests	All	Mandatory
	Standards	All	Mandatory
Corporate	Legal and Constitutional background	All	Optional
	Emergency Planning & Business Continuity	All	Optional
	Health and Safety	All	Mandatory
	Procurement / iProc	All	Optional
	Full Council and Committees	All	Mandatory
	Overview and Scrutiny	All	Optional
	Finance	All	Optional
	Pensions and Treasury Management	Committee Members / All	Mandatory / Optional
	Policy Development (How to develop policy)	All	Optional

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Presentations: [To be delivered at a Town Hall Open Day immediately following the election / items pulled from master list above]

Theme	Subject	Member Audience	Type	Officer
Introductory	Welcome and Introduction to the Council	All	Mandatory	Cheryl Coppell
	Introduction from Havering Metropolitan Police Service (MPS)			CS Jason Gwillim
	Introduction from Havering Clinical Commissioning Group (CCG) / Public Health			Dr Atul Aggarwal / Dr Mary Black
	Introduction from other Key Partners			TBC
	Being a councillor			TBC
Informational	Local Government Finance			Andrew Blake-Herbert
	Transformation			Andrew Blake-Herbert
	LBH Service / Officer Structure			TBC
	Performance Management			Claire Thompson
Legal	Code of Conduct, Standards, Expenses, Gifts, Register of Interests, Declarations			Monitoring Officer
	Data Management [FOI/DPA] / Information Security			Monitoring Officer
	Business Systems Policy			Geoff Connell
	Equalities and Diversity			Claire Thompson / External
	Corporate Parenting			Alice Peatling / Eileen Collier
Support	Member Development Programme			Anthony Clements
	Member Services Support / Use of Council Resources (Personal & Political Work)			TBC
	Full Council & Committees / Questions and Motions – how to draft			Andy Beesley
	Democratic Services Processes (CSM) – Job descriptions/Constitution/Cabinet & Committees			Andy Beesley
Logistics	Introduction to Accessing Shared Services			Sharon Ould / Sandy Hamberger
	Health and Safety Induction			TBC
	Councillors' Poster / Internet Pages Photography			Communications
	LBH ID Badges / Vehicle Pass / Courier			Nikki Richardson
	Group Membership Forms			Monitoring Officer
	ICT Device / Network Access / Shared Folder Access			Keith Hendrie
	MSO Allocation			TBC
	Allowance Payments			Nikki Richardson
	Personal Data Collection			TBC
	Business Cards			TBC