

<b>SUBJECT:</b>	<b>MEMBER INDUCTION</b>
<b>DIRECTORATE:</b>	<b>CHIEF EXECUTIVE &amp; TOWN CLERK</b>
<b>LEAD OFFICER:</b>	<b>CAROLYN WHEATER – CITY SOLICITOR</b>

## 1. Purpose of Report

- 1.1 To provide an update on the proposed induction programme for newly elected members following the City of Lincoln Council elections scheduled to be held on 3 May 2018.

## 2. Background

- 2.1 The proposed induction programme for newly elected members follows a similar pattern to that of 2016 whereby members attended a number of sessions over two days in order to meet key officers and receive a brief overview of the Council's services and responsibilities.

## 3. Member Induction Programme

- 3.1 A provisional programme for the 2017/18 induction is set out below and provides the Ethics and Engagement Committee with an opportunity to provide any comments or suggestions:

### Tuesday, 8 May 2018

10:00      **Welcome and tour**

10:30      **Formalities**

*To include:*

- *Issuing of City Hall access cards*
- *Taking of photographs for the Council's website and publicity materials*
- *Completion of necessary paperwork*

11:15      **IT provision**

*To arrange IT access, set up email accounts and issue new members with tablets*

12:00      **Lunch**

13:00      **Meet the Chief Executive and Directors**

*To provide an opportunity to meet with the Council's Chief Executive and Directors for introductions, who will provide a brief overview of Vision 2020 and the service priorities within their respective directorates*

- 14:00      **Meet the Officers Session**
- *Planning*
  - *Anti-Social Behaviour*
- 14:40      **Break**
- 14:55      **Meet the Officers Session**
- *Licensing*
  - *Revenues and Benefits*
- 16:00      **Induction close**

**Wednesday, 9 May 2018**

- 10:00      **Member Code of Conduct and Meeting Procedure Rules**
- 11:00      **Meet the Officers Session**
- *Environmental Services*
  - *Food Health and Safety*
  - *Customer Services*
- 12:00      **Lunch**
- 13:00      **Meet the Officers Session**
- *Housing Allocations*
  - *Housing Repairs and Maintenance*
  - *Housing Estates*
  - *Private Housing*
- 14.20      **Break**
- 14:35      **Meet the Officers Session**
- *Neighbourhood Working*
  - *Civic Engagements*
  - *Communications*
- 15:35      **Break**
- 15:50      **Meet the Officers Session**
- *Information Governance*
- 16:10      **Induction Close and Feedback Session**  
*To provide members with an opportunity to provide any feedback and raise any issues or concerns*

- 3.3 The induction programme in 2016 was significantly shortened, as requested by members at that time, with additional handouts used in order to limit the risk of members feeling overwhelmed by information. The above induction plan follows a similar approach and sessions will be very informal and 'light-touch', with the aim being to provide members with an overview of the Council's services and responsibilities, as well as ensuring that members are introduced to key officers.
- 3.4 To complement the induction programme, training or member development events will also be held throughout the year. The following sessions have already been confirmed but more will be programmed in due course:
- Planning Committee Training
  - Licensing Committee Training
  - An Introduction to Local Government Structures and Finance
  - Community Advocate and Neighbourhood Working Training (external facilitator)
- 3.5 In addition to the Induction Programme, newly elected members will also receive an induction pack, which will include a range of documents including:
- Member induction pack booklet – a welcome guide to the City of Lincoln Council (attached at Appendix A)
  - Payroll and HMRC forms
  - Members' Allowances Scheme
  - IT forms, including access to the Council's network and paperless working options
  - Information Governance guidance and data controller form
  - Register of Members' Interests form and guidance
  - Member/Officer protocol
  - The Local Government Association's guide entitled 'a Councillor's workload on handling casework'

#### **4. Organisational Impacts**

##### **4.1 Finance**

There are no direct financial implications arising from this report.

##### **4.2 Legal Implications**

There are no direct legal implications arising from this report.

#### **5. Recommendation**

- 5.1 That members note the report and offer any feedback or comments regarding the proposed induction programme.

**Lead Officer:**

Graham Watts – Principal Democratic Officer  
Telephone (01522) 873439