

SUBJECT: NEW MEMBER INDUCTION PROGRAMME 2024

DIRECTORATE: CHIEF EXECUTIVE AND TOWN CLERK

REPORT AUTHOR: CHERYL EVANS, DEMOCRATIC SERVICES AND ELECTIONS MANAGER

1. Purpose of Report

- 1.1 To consider the proposed member induction training for newly elected Members in May 2024.

2. Background

- 2.1 The training and development of new Members is an important element to ensure transition and progress to achieve Members maximum potential in their roles.
- 2.2 It is recognised that the Council has a significant number of experienced elected Members with considerable knowledge regarding the operation of the Council. We need to ensure that this experience is not lost at the Council as its Membership changes over time.
- 2.3 Councillors have a critical role in the strategic direction of the Council, and of course in the decision-making process. By having local knowledge and a detailed awareness of the operation of the Council, elected Members can make informed decisions regarding the Council.
- 2.4 Member development events support the training of Councillors focusing on all-Member events. It is also possible to offer individual/ group training on request to place an emphasis on developing the skills of different levels of Members more efficiently, as well as resources for specific needs.

3. Long Term Training

In-house provision is tailored around the needs of individual committees and councillors' participation in them. For example, Planning Committee training is provided for all those members who are likely to take part in planning decisions over the course of a year. If members expressed interest in a particular area of council business there is potentially scope for a relevant officer to deliver informal professional guidance aimed at developing the councillor's capacity to function in this area.

3.1 New Members

The training programme for new members will include the induction programme, alongside generic training programmed through the year from in-house provisions and training for specific committees as required, which may include the following:-

Engagement with Vision 2025 and beyond

Governance

Constitution including Member protocols, social media, gifts and hospitality

Role of members – in wards/the council/back benchers

Local government structure

Local government finance

Data Protection framework

Key organisational strategies – customer experience

Key framework documents – complaints, IMP's, officer appointments

The induction programme is designed to comprise of sessions whereby new members are informed of the key things they really need to know upon becoming a City Councillor, together with opportunities to meet key officers and understand the service areas they are responsible for.

- 3.2 Attached as **Appendix A** for consideration is a draft Induction Programme for newly elected Members.

4. Strategic Priorities

- 4.1 There are no direct implications for the Council's Strategic Priorities arising as a result of this report.

5. Organisational Impacts

5.1 Finance

There are no direct legal implications arising as a result of this report.

5.2 Legal Implications incl Procurement Rules

There are no direct legal implications arising as a result of this report.

5.3 Equality, Diversity and Human Rights

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities.

Due to the nature of the report, no specific Equality Impact Analysis is required.

6. Recommendation

- 6.1 Members feedback/comments on the proposed New Member Induction Programme 2024 is welcomed.

Is this a key decision?	No
Do the exempt information categories apply?	No
Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?	No
How many appendices does the report contain?	One
List of Background Papers:	None

Lead Officer:	Cheryl Evans, Democratic Services and Elections Manager Cheryl.evans@lincoln.gov.uk
----------------------	--