

The background features a dark blue gradient with a subtle starry pattern. On the left side, there are several overlapping circular elements. A prominent one is a large circular scale with tick marks and numbers ranging from 140 to 260. Other circles include dashed lines, solid lines, and arrows, suggesting a technical or scientific theme.

# MEMBER INDUCTION PROGRAMME 2022

# Principles of the Induction Programme



Prioritised and phased, focusing on the most essential sessions early on in their term of office



Digital by default and self-managing, using online tools as much as possible and giving councillors a greater ability to 'learn and discover' at a time of their own choosing



Integrate with the wider member development programme



High quality, refined through feedback and evaluation, learning as we go.

# Principal one: Prioritise and Phase

Workshops and training would be grouped into the following categories, phased across the term

## Compulsory training:

- Cllrs **MUST** complete this training to continue their duties as a Cllr

## Essential training:

- Cllrs **SHOULD** attend this training as it would immensely benefit their development

## Ongoing training:

- Cllrs **SHOULD** be undertaking this throughout their elected position to ensure they are up-to-date with all issues, current affairs. This could be taken throughout the 4 year period.

# Principal two: Digital by default

- Greater reliance on tech
- Utilise the LGA Cllr learning platform
- Workshops to be delivered virtually where possible and recorded for future use.
- Develop existing sharepoint site that hosts all information and guidance for Cllrs
- Support and guide Cllrs on developing digital ways of working

# Principal three: Integrate into wider programme

## Workshop themes and suggestions. Work in Progress.

Foundation Skills	Connective Skills	Digital Skills	Reflective Skills
Practical & Knowledge based skills. Foundation skills refer to training designed for the understanding of specific policy and portfolio areas and committee roles, in particular around safeguarding, planning, and licensing. Further to this foundation skills include practical skills which help councillors perform their job better.	Connective or so called soft skills refers to councillors ability to influence, negotiate, and listen.	Training ensuring members know how to maximise the utility of technology confidently and professionally.	A final skill set related to the reflective capacities councillors required to cope with the demands of their position, and the difficulties of setting boundaries in a 24-7 role.
PREVENT (Counter Terrorism Training) ©	Public speaking and confident conversations	Social/Digital Media Awareness	Personal Safety (dealing with abuse and intimidation)
Chair & Vice-Chair training ©	Community Consultation and Engagement	Data and Statistics	Returning Councillor Q & A
Overview & Scrutiny Training	Managing Difficult Meetings	GDPR/Data Protection	Managing Casework - ICasework training
Regulatory bodies training (Licensing, Planning, Pensions) ©	Media Awareness Training		Time Management
Cabinet Portfolio orientation ©			Emotional Intelligence
Equalities and Diversity Training ©			Unconscious Bias
Corporate Parenting ©			
Committee/Panel Briefings for Members			
Risk, Control, and Governance ©			
GDPR/Data Protection ©			
Procurement - an overview and role of Members©			

# Principal four: Learn as we go

## Meet with key officers

Meet with officers to determine ICT, HR and Payroll requirements. Ensuring we have all processes updated and ready for intake of new cllrs.

02

## Identify training and workshops / identify providers

Member Development Working Group to identify and develop a programme with Officers and agreeing which providers to be contacted

04

## Confirm workshops and Providers

Prepare programme of confirmed workshops and schedule in providers

06

## Finalise practical arrangements

Deploy officer leads for each theme of training and sign off all the arrangements. This will be overseen by Head of Dem Services

08

2021

2022

Aug

Oct

Nov

Dec

Jan

Feb

Mar

Apr

May

01

03

05

07

07

## Develop Project Plan

To review induction plan and prepare Project Plan for the induction and member Development programme

## Standards Committee

Standards committee to comment and approve plan, including the setting up of a Member Development Working Group (to meet monthly).

## Confirm practical arrangements

ICT offer to be finalised for Members, to review Payroll and HR requirements. Approach to be agreed for non returning members by the Working Group.

## Standards Committee

To finally sign off the Training Programme and Member Induction 2022

## Induction Day

## Principal four: Feedback/Evaluate

Review feedback from previous training and welcome ideas from groups

Consider views from Standard's Committee and Working Group throughout the programme

# Previous ideas that worked well

- **Support pack/session for members not re-elected or standing down:** Those who didn't stand for re-election or didn't get elected in. We will help with how to get back to not being a Cllr, interview and CV help, transition from being a Cllr to not being a Cllr and a mental health session.
- **Buddy system:** Democratic Services and Council Officers to create a buddy system to support new Cllrs into the world of being an elected Member.
- **Member handbook:** Electronic this time though.

## Next steps:

- Make amendments/include comments following Standards Committee meeting
- Ensure the MLD Working Group is set up to meet Monthly from December 2021-July 2022.