

## MEMBER INDUCTION & TRAINING

### Legal and Democratic Services Advisory Committee - 19 March 2019

Report of Chief Officer Corporate Services

Status For Information

Key Decision No

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**Portfolio Holder** Cllr. Anna Firth

**Contact Officer** Jim Carrington-West Ext. 7286

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**Recommendation to Legal and Democratic Advisory Committee:** The Member Induction and Training report is noted.

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**Reason for recommendation:** To inform Members of the preparations Officers are making, in advance of the District Council elections taking place on 2 May 2019, for the induction and training of newly elected Councillors.

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#### Introduction and Background

- 1 Directly after each District Council election or by-election an induction programme is delivered for newly elected Councillors. The induction process is broadly split in to two parts. The first is the formal acceptance of office and completion of forms and paperwork to enable a newly elected candidate to take up their role as a Councillor.
- 2 The second part of the induction, primarily aimed at those elected to the District Council for the first time, is to share more information about the District Council and the services it provides. In the past the Council has provided a short presentation, a Senior Officer Support (SOS) scheme, a tour of the District and short training sessions on a range of matters including the planning process and Council budgets. All Councillors also receive a copy of the Council's Members Handbook.

#### Member Induction & Training 2019

- 3 Following the Member Induction process in 2015 Councillors were invited to provide their feedback on the process through a short questionnaire. Satisfaction with the formal part of the induction process (acceptance of office, photos and completion of forms) was an average of 90%.
- 4 The satisfaction score for presentations given during the second part of the induction was 87%. When asked about the Members Handbook, 90% were

satisfied with the content and three-quarters told us it should remain a paper based document and not provided electronically.

- 5 When asked, overall, how satisfied were you with the induction process 96.4% of Members were satisfied or very satisfied.
- 6 Some suggestions for improvements to the process were put forward and Officers will take these in to account in planning for the 2019 Induction. This includes an improved process for the completion of forms and more information about Council Committees and Meeting Dates in the Members Handbook.
- 7 Members of the Advisory Committee are invited to share any further suggestions that they have for the Members Induction & Training programme for 2019 for Officers consideration.

### **Key Implications**

#### Financial

There are no financial implications for this report

#### Legal Implications and Risk Assessment Statement.

There are no legal implications for this report

#### Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

**Appendices**                  None

**Background Papers**    None

**Jim Carrington-West**  
**Chief Officer Corporate Services**