

NORTH YORKSHIRE COUNTY COUNCIL

STANDARDS COMMITTEE

2 February 2009

New Member Induction 2009

1.0 PURPOSE OF THE REPORT

- 1.1** To advise Members of the draft proposals for new Member induction following the local elections on 4 June 2009.

2.0 BACKGROUND

- 2.1** These proposals take account of the recommendations of the Corporate Affairs Overview and Scrutiny Committee Member Induction Review Final Report July 2008:

Recommendation 1: Vary the times of the induction programme and repeat on different dates.

Recommendation 2: Encourage the use of 'case histories' to make presentations 'real'.

Recommendation 3: Utilise the experience of Members in the delivery of seminars and induction presentations.

Recommendation 4: Provide information via the Member Handbook but also through the Member Intranet and Learning Zone and include a 'Frequently Asked Questions' section.

Recommendation 5: Consider the use of 'peer mentors' and investment in mentor training. Not addressed here

Recommendation 6: Consider the use of a 'Members' Induction Checklist'.

Recommendation 7: Consider the development of specific role profiles for councillors. Not addressed here

Recommendation 8: Include the NYCC DVD in the Members' Induction Pack

3.0 PROPOSALS

3.1 Information for Candidates

Prior to the election candidates will receive information concerning NYCC along with the usual guidance from the Electoral Commission. Our information will make reference to induction and ongoing development.

3.2 At the Count

Following the announcement of the results, successful candidates will receive a Welcome Pack which will include:

- Welcome letter from John Marsden
- Induction and Development Plan
- Proforma for signing regarding: Observance of the Code of Conduct and Register of Members Interests.
- I&DeA Councillor Guide 2009-10?
- Plan of County Hall
- Parking permit
- NYCC DVD

3.3 Acceptance of Office and Photographs

The Returning Officer or Deputy Returning Officer will be available to witness Members' declarations of Acceptance of Office at the following times:

Monday 8 June 2009 Time and Room TBC
Tuesday 9 June 2009 Time and Room TBC

During the same visit to County Hall, Members will be encouraged to have their photographs taken as this will speed the process of generating ID cards, and publicity materials. In particular the aim will be to include all Members' details in the July edition of NYTimes, the print deadline for which is 10June.

3.4 Welcome Session

Two identical sessions of an initial welcome/induction briefing will be run following the election 4 June and prior to the Annual General Meeting of Council 17 June 2009, to maximise Members' opportunities to attend. These will take place:

Wednesday 10 and Thursday 11 June 10am - 4pm each day.

It needs to be decided whether these sessions should be mandatory; they will target newly elected Members, although returning Members are also welcome. The suggested programme is as follows:

Tea/coffee on arrival.

- 10.00 Welcome to the Council (overview of role and functions, and reference to Member support) – John Marsden
- 10.30 Members' Allowances – John Moore
- 10.50 Code of Conduct – Carole Dunn
- 11.30 Member Support and Introduction of Group Research Officers – Amanda Fry & Josie O'Dowd
- 11.40 County Hall Orientation (tour) – Amanda Fry and Josie O'Dowd

- 12.00 Lunch and Networking in Members' Dining Room
- 13.00 Introduction to Service Overviews with Corporate Directors also to Cover CEG - John Marsden
- 13.15 Finance and Central Services – John Moore
- 13.45 Children and Young Peoples' Services – Cynthia Welbourn
- 14.15 Tea/Coffee.
- 14.45 Adult and Community Services – Derek Law
- 15.15 Business and Environmental Services – Richard Flinton
- 15.45 Closing Comments and Questions – John Marsden

All facilitators will be encouraged to utilise case histories, where appropriate, to bring presentations to life.

3.5 Mechanics of Council

In order not to overload new Members, it is proposed to allow 3 or 4 weeks to elapse after the initial introduction, and then run a further, potentially, mandatory half day session explaining the infrastructure, and the mechanics of the Council. The suggested date for this is Thursday 9 July 2009 13.00-16.30, commencing with lunch.

The format will be:

- 13.00 Lunch and Networking
- 13.30 How the Council Makes Decisions – Steve Knight, Carole Dunn, Josie O'Dowd, Moira Beighton?
- 14.00 Policy Development – Gary Fielding/Neil Irving?
- 14.30 Tea/Coffee
- 14.45 Members and the Budget Process – Gary Fielding?
- 15.15 Scrutiny – Gary Fielding/Hugh Williamson?
- 15.45 Closing Comments and Questions – Carole Dunn/Gary Fielding?

Once again, all facilitators will be encouraged to utilise case histories, where appropriate, to bring presentations to life.

3.6. Drop-in Sessions with Corporate Directors

It is felt that six weeks after the Annual General Meeting of Council would be a good time to hold informal drop-in sessions with the Corporate Directors. By this time newly elected Members will be finding their feet and have a better understanding of their roles and NYCC structures. It will also be timely to offer a further opportunity for learning ahead of the August recess (for some meetings). These are to be timed in the early afternoon and early evening to make them as accessible as possible to all. Members can choose the time/s which suit them best and if these are not workable, they can make arrangements for an individual session at a later date with relevant Corporate Directors.

Suggested options:

- Wednesday 22 July following County Council 14.00 – 16.00
- Thursday 23 July currently no public meetings scheduled 16.00-18.00

During these times Corporate Directors will be available 'on demand' in their own offices/service areas to receive Members, show them around, impart information and answer questions.

3.7 Member Seminars

These will continue to operate in the usual manner being coordinated via Amanda Fry. The post election schedule is as follows:

12.08.09	<ul style="list-style-type: none">• Partnership - including NYSP• Community Safety• Equalities	Neil Irving Neil Irving Neil Irving
02.09.09	<ul style="list-style-type: none">• Communications• Parish Councils/Parish Planning• Community Engagement	Helen Edwards Neil Irving
07.10.09	<ul style="list-style-type: none">• Budget Workshop 1• Effective Overview and Scrutiny	John Moore Hugh Williamson
11.11.09	<ul style="list-style-type: none">• The role of a CC on a school governing body• Standards and Code of Conduct	Cynthia Welbourn Carole Dunn
09.12.09 (may move to 8 th)	<ul style="list-style-type: none">• Budget Workshop 2	John Moore

3.8 Member Handbook and Diary

In accordance with the Scrutiny Review recommendations, the Handbook will be discontinued in its present form. The majority of detailed information contained therein will be accessible via the Members' pages of the intranet.

In its place it is proposed to substitute a slightly enlarged version of the Diary which will include a limited amount of other useful information eg:

- Members' contact details
- Pictogram of Strategic Management Team
- Summary of the Council Plan
- Member Support (inc Allowances)
- Extracts from the Constitution
- Scrutiny Guide
- Relevant Division Demographics?
- Details of information available on the Members' Intranet pages

3.9 On-going Member Development

In addition to the activities outlined above there will also be other periodic Member Briefings/Development Sessions:

Topics could include:

- Listening and Questioning Skills
- Chairing Public meetings
- Area Committee Community Grants
- Planning and Regulatory Functions (mandatory training for those serving on this Committee)
- Partnership Working
- The Voluntary Sector
- Crime and Drugs Reduction Partnership
- Corporate Parenting
- Performance Management
- Honing Scrutiny Skills

These sessions could be limited to 2 hours run once a month or bi monthly, perhaps commencing 4pm with light refreshments?

Other specialist training may be organised as appropriate for example attendance at the I & DeA Leadership Academy.

3.10 Members' Intranet Pages and Learning Zone

As part of the relaunch of the Intranet in late 2008, the Members have pages being developed to include:-

- Electoral Division Maps
- Area Committee welcome booklets
- Area Committee grant application forms and guidance
- Member contact details
- Useful internal and external lists
- Find contacts within the Council
- Letterhead Template
- Gifts and hospitality registration form
- Expense Claim form
- Links to Main Political Party Sites

- Frequently asked questions – yet to be populated

It is also proposed to include a link to the Learning Zone and to link relevant information about ongoing Member development on the Members pages.

Work is ongoing to further develop this site and over time it is hoped to build up deposits of area specific folders of local information, to which all departments will contribute.

4.0 RECOMMENDATION

- 4.1 That Members note the report and provide feedback on the proposals.

CAROLE DUNN
Assistant Chief Executive (Legal and Democratic Services)

County Hall
NORTHALLERTON

23 January, 2009
JO'D/JD

Contact Officer: Josie O'Dowd
Democratic Services Manager
Tel: 01609 532591

Background Documents: None