

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PERSONNEL COMMITTEE

Agenda Item No. 6

meeting date: WEDNESDAY, 20 MARCH 2019
title: MEMBER INDUCTION
submitted by: JANE PEARSON – DIRECTOR OF RESOURCES
principal author: MICHELLE SMITH – HEAD OF HR

1. PURPOSE

1.1 To seek Members' views on a draft Member Induction programme.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives – to ensure that all Councillors are fully equipped to fulfil their roles within the Council and the Community they serve.
- Corporate Priorities – it is important to ensure that all Councillors clearly understand their roles and responsibilities and have the requisite knowledge to enable them to be fully effective and thereby contribute to our priority of being a well-managed Council.
- Other Considerations – None.

2 BACKGROUND

2.1 The Borough Council Elections take place every 4 years. The next elections will be held on Thursday 2 May 2019.

2.2 At the last meeting of Personnel Committee, Members expressed a desire to have some input to Member Induction plans for the forthcoming elections.

3 ISSUES

3.1 The Administration Officer – Olwen Heap and myself, have met with CMT to review Induction arrangements from last time and have produced a draft outline plan for this year's Member Induction for consideration and approval. The plan is attached at Appendix A.

3.2 In drawing up the plan we have taken account of induction feedback from Members gathered in 2015.

3.3 We would welcome Members' thoughts on the plan and suggestions for any additional points/issues that would be useful to new Members.

4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – any costs incurred in delivering the induction can be met from within existing budgets.
- Technical, Environmental and Legal – it is vital that Members fully understand the Council's Constitution and operate within legal parameters at all times.
- Political - No political implications identified.

- Reputation - The reputation of the authority could be damaged if Members act in a manner that is illegal or inappropriate.
- Equality & Diversity - No equality and diversity implications identified.

5 RECOMMENDATION

- 5.1 To consider the draft Induction Plan and suggest any additional areas that new Councillors would find useful.
- 5.2 To approve the Member Induction plan for 2019.



MICHELLE SMITH
HEAD OF HR

JANE PEARSON
DIRECTOR OF RESOURCES

BACKGROUND PAPERS

None.

For further information please ask for Michelle Smith, extension 4402.

REF: MS/CMS/PERSONNEL/200319



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

INDUCTION FOR COUNCILLORS

PART 1 – MONDAY 13 MAY 2019
PART 2 – FRIDAY 17 MAY 2019
PART 3 – FRIDAY 24 MAY 2019

**IT IS PARTICULARLY IMPORTANT FOR NEW COUNCILLORS TO
ATTEND ALL THESE INDUCTION DAYS.**

OTHER COUNCILLORS ARE ALSO INVITED TO ATTEND

**PLEASE CONFIRM YOUR ATTENDANCE BY RINGING OLWEN HEAP ON
01200 414408**

TIMETABLE FOR INDUCTION DAY – PART 1 – MONDAY 13 MAY

- 9am Coffee
- 9.15am Welcome by the Chief Executive, Marshal Scott
Introduction to Directors and reference to starter pack
- 9.20am Overview of the Borough Council
- The structure
 - The Services
 - The Financial Strategy
- 10.45am Coffee break
- 11.00am Working in a Committee System
- Role of Committees and how they work
 - Role of Members & Officers – Chief Executive and Leader of the Council
 - The agenda - an explanation
- 12.30pm Lunch break
- 1.00pm An opportunity to
- Complete the forms required in the starter pack.
 - Have photographs taken for ID badges
 - Identifying training needs with Michelle S / Julie S
- 1.30 pm What happens next?
- Tuesday 14 May, 6pm - Annual Meeting and Mayor Making
 - Friday 17 May, 9am – 4pm - Induction Part 2
 - Friday 14 May, 9am – 4pm - Induction Part 3 - Tour of Council Offices followed by visits to remote facilities
 - Training on I pads.

- w/c 20 May – compulsory training session with Director of Economic Development & Planning for councillors on Planning & Development committee
- w/c 20 May – Committee cycle starts – briefing sessions will be included on all agendas in the first cycle of meetings. New councillors are encouraged to attend ALL meetings in this cycle whether a member of the committee or not to get an overall understanding of the work of the committee in relation to the working of the Council.
- A meeting will be arranged at the end of the first cycle of meetings to get feedback from new councillors on where they still require help and guidance.

2.00pm Finish

PLEASE NOTE THAT CAR PARK CHARGES APPLY TO COUNCILLORS

TIMETABLE FOR INDUCTION DAY – PART 2 – FRIDAY 17 MAY

9am Coffee

9.15am Welcome by the Chief Executive, Marshal Scott

Programme **still to be determined** but will include

- Council meetings
- The Council's Constitution and Standing Orders
- Role of Mayor
- Declarations of Interest
- Code of Conduct for Members
- Political Balance
- Working Groups
- Plus others to be determined by the Directors

Lunch will be provided

4.00pm Finish

PLEASE NOTE THAT CAR PARK CHARGES APPLY TO COUNCILLORS

FRIDAY 24 MAY 2019 – INDUCTION PART 3 – TOUR

9.00am Meet at Main reception of the Council Offices for a tour around the departments – Olwen

Each Head of Service will be asked to cover their sections (9 x 15 mins)

11.15am Visit by bus to the Depot at Salthill - JCH / AH

12.30pm Return to the Civic Suite for a light lunch

1.15pm Leave on the bus to visit – CMT / MB

- The Platform Gallery
- The Castle Museum, café and surroundings
- Ribblesdale Pool
- Edisford Changing rooms (+ Roefield Leisure Centre)
- Station Buildings, Longridge
- Civic Hall, Longridge

NOTE : NORMAL CAR PARKING CHARGES APPLY TO COUNCILLORS

INDUCTION PROGRAMME FOR COUNCILLORS

Briefing Sessions to be done by Directors and Heads of Service at the beginning of each committee – 1st cycle of meetings at 6pm

COMMITTEE	DATE	SUBJECT	OFFICER
Planning & Development	23 May	Planning Applications / Delegated Powers	John Macholc
		Local Dev Framework / Core Strategy / Regeneration	Colin Hirst
Community Services	28 May	Street Scene incl. Engineering, Waste Management and Recycling	Adrian Harper
		Community Development incl. Tourism, Arts, Sports and Leisure, Grounds Maintenance	Mark Beveridge
Licensing	4 June	Entertainment, Alcohol, Taxis etc	Diane Rice
Health & Housing	6 June	Environmental Health	Heather Barton
		Strategic Housing	Colin Hirst
Personnel	12 June	Training, Recruitment, meet Union rep	Michelle Smith
Economic Development	13 June	General overview	Colin Hirst
Policy & Finance	18 June	General overview	Jane Pearson
Accounts & Audit	24 July	Risk Assessments, Accounting Process, Role of Internal/External Audit	Lawson Oddie
		Code of Conduct	Diane Rice
Full Council	9 July	Health & Safety / Fire Procedures	Michelle Smith
Full Council	15 Oct	Council Photograph	Olwen