

**IMPLEMENTATION EXECUTIVE
26 FEBRUARY 2009**

MEMBER INDUCTION 2009

Executive Summary

It is vital that an effective programme of induction and training is in place to enable members to fulfil their respective roles as quickly as possible.

A proposed draft programme of induction activities to be delivered to new unitary councillors in June 2009 is attached at the Appendix. This programme will form the initial stages of a wider framework of member development opportunities.

The programme initially focuses on the core skills and knowledge required by all members. In the second phase of the programme, after the first council meeting, sessions become more specific to the roles members will play in planning, licensing and overview and scrutiny.

Proposal

That the Implementation Executive endorses the programme, together with any amendments that it wishes to make, so that it can be distributed to all candidates standing for election.

Reasons For Proposals

Member development should be primarily member-led. As such, it is important that members are in full support of the induction programme and that it is in keeping with the way in which members wish to shape their development in the new authority.

John Quinton

Head of Democratic Services

MEMBER INDUCTION 2009

1. Introduction

- 1.1. It is proposed that an induction programme be delivered to all unitary councillors commencing on the 8 June 2009.
- 1.2. This programme will enable members to learn about their new unitary role in the strategic context of the new authority and its three key goals;
 - High quality, low cost, customer focused services
 - Local, open, honest decision making and,
 - Work together to support Wiltshire's communities and the overarching vision to create stronger and more resilient communities.
- 1.3. The programme will be delivered in two stages, initially focusing on the core skills and knowledge required by all members. After the first council meeting, sessions become far more specific to the roles members will play in planning, licensing and overview and scrutiny.

2. Process and Timetable

- 2.1 This induction programme has been developed after reviewing best practice from other authorities. It builds on the previous induction programmes delivered by Wiltshire County and District authorities in 2005 and 2007. Consideration has also been given to the induction programmes put in place by other authorities currently moving towards unitary status.
- 2.2 Consultation with members on the induction programme first commenced in October 2008. The programme has been discussed at various stages of its development with Group Leaders and Implementation Executive Portfolio Holders as well as a selection of members from both district and county councils.
- 2.3 The programme has also been circulated for comment to all Corporate and Service Directors as well as the Democratic Services teams of all five authorities.
- 2.4 The Community Leadership & Governance steering group have been updated on the induction programme and consulted on the provision for training related to the introduction of area boards.
- 2.5 This programme will form the initial stages of a wider framework of member development opportunities. It will represent part of the new authorities' work towards the attainment of the South West Charter for Member Development.
- 2.6 It is proposed that the final programme be published on the new Wiltshire Council Website and that it be sent as part of a candidate pack to all nominated candidates.
- 2.7 Revisions to the draft programme will take into account amendments suggested by the Implementation Executive.

3. Financial Implications of the programme

3.1. The induction programme will be funded from existing budgets. In particular by the ODPM (now DCLG) Capacity Building Fund held by the Wiltshire Improvement Partnership will be used. It is also possible that any under spend of the 2008/9 member development budget could be used as resource for the induction programme.

4. Equalities Impact of the proposal

4.1. Equality and diversity is a theme prevalent throughout the programme and will be addressed in the sessions on promoting the rights of your community, area boards and scrutiny. The Equality and Diversity content of the programme is being developed with a consultant from LIFT South West and the Corporate Equality and Diversity team.

5. Conclusion

5.1. The member induction programme seeks to enable members to fulfil their respective roles as quickly as possible. The programme has been developed through a wide consultative framework. With endorsement from the implementation executive, the programme can be finalised and communicated to all prospective members.

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