

Section Nine: 2011 Member Induction Programme

Overview

Brighton & Hove City Council recognises that newly elected Members require a comprehensive induction followed by ongoing learning and development in order that they may carry out their duties effectively. The induction process will help you settle into your new role with confidence.

In brief, all new Members will:

- receive this handbook
- be invited to Induction sessions covering 'need to know now' information/contacts
- be allocated an officer '**buddy**' who will answer day-to-day queries
- receive briefings regarding committees from the Chairs of those committees
- be invited to participate in personal development planning in order to assess individual learning needs
- have the opportunity to attend regional induction events
- be made aware of learning resources available from the Members' Library and the council's Learning Resource Centre
- Receive the **Improvement & Development Agency Councillor's Guide** (a national source of information and good practice case studies written specifically for newly elected Members)
- Receive the **South East Employers Induction and Survival Guide** (a

regional source of information about local government structure, national topical issues and new/imminent legislation impacting on local government.

The induction process was designed with input from Members and officers. It also takes account of work done by the Welsh Local Government Association in mapping out the different responsibilities and hence different learning needs of Members at four different stages in their careers.

The induction is only the first in a series of four Member development modules available at Brighton & Hove. Local government is a complex organisation and all Members, regardless of their level of experience and/or responsibility, need to continuously adapt and improve their knowledge and skills.

Newly-elected Members have a responsibility for their own development. That responsibility will not be discharged at the end of their first six months or year in office - it is an ongoing part of professional life.

Induction elements

Member handbook

This handbook is available on CD and on the Wave. As sections require updating, electronic updates will be sent to Members circulated by the Democratic Services team.

Induction course

Outline details of each session are set out over the following pages. Please

refer to the 2011/12 Member Development Programme for details of sessions beyond June 2011 and for an explanation of the modular approach described above.

Officer buddy system

The buddy system is designed to help new Members develop confidence. Your buddy will be an informal guide. You can turn to them to ask questions such as *“Who do I contact about refuse issues, How do I locate a Cabinet report from last year, Where do I find information on the council intranet?”*

Officer buddies can offer you information about how the council operates. They cannot and should not guide you on the political dimension to your role – please speak to Member colleagues for that type of guidance.

Your Democratic Services buddy will be introduced to you at the **Democratic Services Fair** on Wednesday 11 May 2011. If you are unable to attend, the Head of Democratic Services will contact you later that week. The buddy system is offered to you informally and you can make as much or a little use of it as you wish.

Cabinet Member Meetings and Committee briefings

Immediately prior to the first Cabinet Member and Committee meeting of the municipal year, the Cabinet Member / Chair of each committee will provide a brief pre-meeting induction which will focus on the Cabinet's / committee's terms of

and effectiveness regarding the day-to-day operational aspect of their role. Officers from the Democratic Services team will be allocated to each new Member as someone to turn to for help, advice and support during your first few weeks at the council.

reference, purpose, officer contacts, meeting formalities and key issues.

Professional development planning

The induction programme will give all new Members guidance on priority learning areas but each Member will benefit from analysing his/her own learning needs by considering his/her own strengths and development areas.

The council encourages every Member to participate in professional development planning and to review those plans every six months. Please refer to Section 10.

Strategic Directorate briefings, tours and drop in clinics

In addition to the directorate input shown on the induction programme and the 2011 Member development programme, different council teams may organise further ad hoc development events for Members. These may be events targeted exclusively at councillors or events where staff and councillors can learn together. Joint learning is something that the council is keen to promote wherever appropriate.

Member learning resources

You will be directed both to the Members' library and the council's Learning Resource Centre. You are

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encouraged to recommend new purchases/acquisitions for the library, to contribute feedback on the existing resources and to add your own resources whenever possible. Any Member who attends an external conference, for example, is asked to leave a copy of the relevant papers with the Democratic Services team so that this can be placed in the library to facilitate shared learning across all Members.

Regional induction events

Details of events organised by **South East Employers**, the **Improvement and Development Agency** and the **Local Government Information Unit** will be circulated to you as they are published. Regional events can offer a good opportunity to network with councillors, improve understanding of the regional agenda and ensure you are aware of different approaches to shared issues.

Externally authored induction guides

Hard copies of the Improvement and Development Agency's Guide, and the South East Employers' Guide, will be kept in the King's House Members' rooms, the Members' library and the Learning Resource Centre.

Evaluating the 2011/12 Member induction programme

The induction process will be reviewed regularly and you will be contacted and asked if you have any emerging and/or unmet development needs. Evaluation will involve end-of-event questionnaires, discussions with officer buddies and with officers and Members with specific responsibilities for Member development. You will also be asked to complete a more in-depth evaluation questionnaire at the end of the induction and to reflect on the overall process as part of your

personal development planning process.

Member Development 2011 Member Induction Programme



All sessions detailed below will be interactive and participative, with plenty of opportunity for Q&A, discussion of scenarios and, where relevant, practical demonstrations of how to use information/equipment.

Presenters will highlight further development and practical support that will be provided to newly elected Members throughout the year.

Highlighted sessions marked with *** are those that all Members are asked to attend.

Monday 9 May (all sessions in Room 122, King's House)

9.30am – 10.30am: Chief Executive's Welcome

10.45am – 11.45am: Meet the Strategic Directors and Lead Commissioners

11.45am – 13.00pm: Briefing on the White Paper

Tuesday 10 May

10am – 11.00: Democratic Services Fair – Training Room 1, King's House

11.00am – 12.00pm: Setting Standards – how to behave as a Member***

13.00 noon – 14.30pm: Leading on equality & diversity ***

Wednesday 11 May

9.30am – 10.30am: The decision-making process

10.45am – 11.45am: Workshop on Interpreting Executive/Non Executive reports

12.00 noon – 13.30pm: Handling information - Committee Room 2, HTH

Thursday 12 May

9.30am – 10.30am: Member Development Working Group's Welcome

10.45am – 11.45am: The Constitution

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12.00 noon – 13.00pm: Introduction to Heads of Service

13.00pm – 14.00pm: Lunch with key partners

Friday 13 May

All Day event: ICT WORKSHOPS-drop in sessions

Basic word, email, internet

Monday 16 May

10am – 11.00pm: Intelligent Commissioning Workshop

11.00pm –12.30pm: Performance and Risk Management Framework (Paula Black and Jackie Algar)

13.30pm – 14.30pm: Overview & Scrutiny***

Tuesday 17 May (all sessions in Room 126, King's House)

10.45 noon – 12 pm: The changing face of planning: information that all Members need to know

12.00-13.00 – Audit Training

Wednesday 18 May 2011

Planning Committee 2pm

Thursday 19 May (all sessions Room 122, King's House)

Full Council Meeting 4.30 pm

Friday 20 May

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13.00-14.00 Localism Bill

14.00pm-16.00: Briefing on LSP/PSB

Monday 23 May 2011

10am – 12pm noon: Major Projects - Committee Room 2, Hove Town Hall

1.30pm – 3.30pm: Bus Tour of the city

Tuesday 24 May 2011

9.30am – 11.30am: Community Strategy & Local Strategic Partnership

11.45am-13.15am- Corporate Parenting

Wednesday 25 May 2011

- Public Speaking 2 Hours
- Media Training 2 Hours

Thursday 26 May 2011

Friday 27 May 2011

- Mandatory Planning Training – All Day Event

Monday 30 May 2011

- Bank Holiday

Tuesday 31 May

- *Blogging Training 2 Hours*
- *Speed Reading Training 2 Hours*

Thursday 1st June

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- **Time Management 2 Hours**
- **Lone Working Training 2 hours**

Details of all other sessions will be provided to newly-elected Members at a later date.

Mandatory E-Learning

GCsx accreditation to exchange information with other organisations, insurance covers relating to Members

(Personal Accident, use of, storage and transport of ICT equipment, Libel & Slander etc. – Steve Frost has all of this information)

