



STANDARDS COMMITTEE AGENDA

Date: Wednesday, 5 July 2023

Time: 6.30 pm

Venue: Board Room, Pavilion Gardens, Buxton

You can view the agenda online by using a smart phone camera and scanning the code below:



Please find below an additional report which was unavailable when the agenda was published.

5. Councillor Induction Programme (**Pages 3 - 14**)

MARK TRILLO
EXECUTIVE DIRECTOR & MONITORING OFFICER

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HIGH PEAK BOROUGH COUNCIL

Standards Committee

5 July 2023

TITLE:	Councillor Induction Programme
EXECUTIVE COUNCILLOR:	Councillor Greenhalgh – Deputy Leader and Executive Councillor for Regeneration, Tourism and Leisure
CONTACT OFFICER:	Rachel Rourke – Senior Democratic Services Officer
WARDS INVOLVED:	Non-Specific

Appendix A – Councillor Induction Programme

1. Reason for the Report

- 1.1 To provide an overview of the Councillor Induction Programme launched after the elections in May 2023.

2. Recommendation

- 2.1 That the report be noted.

3. Executive Summary

- 3.1 The Councillor Induction Programme was developed in line with best practice and taking into account the priority areas for members training and feedback received following the induction programme held in 2019.

4. How this report links to Corporate Priorities

- 4.1 Providing effective training and development opportunities for councillors is integral to the achievement of the Council's corporate priorities.

5. Alternative Options

- 5.1 In accordance with the council's constitution, some elements of the induction programme are essential for members to be able to serve on particular

committees. Additional seminars have been included as set out in para 6.3 of this report.

Mark Trillo

Executive Director (Governance and Commissioning) and Monitoring Officer

Web Links and

Background Papers

None

Contact details

Linden Vernon
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6. Detail

- 6.1 The aim of the Councillors' Induction Programme is to ensure that Councillors are supported to deliver the Council's statutory and corporate obligations, objectives and priorities and are provided with the tools and information required to fulfil their roles.
- 6.2 The Councillors' Induction Programme 2023 is delivering a programme of learning and development opportunities and was developed prior to the local elections in conjunction with the Executive Councillor with responsibility for Member Development. The programme takes into account the priority areas for the Council, feedback received following the Corporate Peer Challenge, the Review of Scrutiny and 2019 induction process as well as learnings from best practice. The full programme is attached at Appendix 1.
- 6.3 The following sessions have also been included in this year's programme, for the reasons as set out below:
- Delivery of Council Housing - this that will assist with the achievement of the requirements of the Social Housing White Paper. This includes a chapter "to have your voice heard by your landlord". Under the heading the Council is asked to demonstrate "how can we develop members to drive culture change that ensures staff treat residents with courtesy & respect".
 - Effective Overview and Scrutiny – as recommended by the review conducted by the Centre for Governance and Scrutiny. This will focus on question techniques to encourage engagement and support for committee chairs.
 - Partnership Working – added following a recommendation from the Corporate Peer Challenge - "this would provide the opportunity to demonstrate further the uniqueness of each place and enable effort and resource from across partner organisations to coalesce around shared priorities".

- The Council's approach to tackling climate change – this was ranked as a high priority following a survey of councillors in 2022.
- 6.4 Priority areas for member training, such as training in regulatory matters (including Development Control), have already been delivered to enable members to participate on those committees. Bite size briefings have been provided at the start of each Select Committee meeting to provide information on the Select Committee and scrutiny process within the Council's decision making structure, together with an overview of the role and remit of each committee. A similar briefing around the Standards Committee will be provided at the start of this meeting.
- 6.5 All town / parish councillors, clerks and Independent Persons are invited to attend the Code of Conduct Training, there are two sessions, one of which is being held virtually. The Independent Members were also invited to attend the Audit Committee – Core Functions Seminar.
- 6.6 Other areas which would more generally benefit councillors' roles in the community such as the General Data Protection Regulation (GDPR), Safeguarding and Emergency Planning are planned for later in the programme.
- 6.7 All newly elected councillors from across the country were invited to attend the LGA National Welcome Event which was held virtually. The event provided an introduction to the LGA and the support available to newly elected members and there was the opportunity to:
- explore the national challenges facing councils
 - hear from experienced councillors on their top tips to equip you in your new role
 - have a breakout session with councillors from the same LGA political group as you.
- 6.8 Representatives of the LGA attended the Welcome Meeting and will also be delivering a session of Chairing Skills training together with a LGA Peer in November.
- 6.9 New councillors have also been invited to attend a development session for newly elected East Midlands councillors on 14 July, the aim of which is to cover a range of national and regional issues as well as further understanding their local ward role as well as providing networking opportunities with other newly elected and experienced councillors from across the region. The session will include:
- Discussing your early experiences so far and the questions that still remain
 - The role of the Modern Councillor
 - National and Regional Priorities, challenges and opportunities
 - Understanding the challenges in your ward role
 - Learning and tips from experienced councillors

- How East Midlands Councils and the Local Government Association can support you
- 6.9 Information and resources are available via the Councillors' Portal including online training and a comprehensive range of workbooks produced by the Local Government Association, and members are encouraged to access these materials independently. Updated information around ward profiles taking into account data from the 2021 Census is also available via the Councillors' Portal.
- 6.10 The majority of sessions are organised internally and delivered by officers, as this method has previously proved to be the most cost effective and feedback from councillors supports the use of in-house expertise. This year, a number of the sessions are being delivered via Teams to enable sessions to be recorded and made available for councillors to view at a later time. Some sessions are also being delivered virtually on an Alliance wide basis, which reduces costs and contributes to the Alliance's Climate Change agenda.
- 6.11 Members are requested to complete evaluation forms after each session. Scores and comments will be compiled and circulated to each course provider to be used to inform the structure and content of future courses. To date, sessions have been well attended and feedback received is positive, with councillors commenting that they feel motivated and informed to undertake their roles. A full evaluation will be undertaken at the conclusion of the Induction Programme.
- 6.12 All new Councillors have been provided with IT equipment to enable them to fulfil their roles and training is provided on an on-going basis. There is a rolling programme to replace returning councillors' IT equipment.
- 6.13 The Select Committee Programme Group, together with the Executive Councillor, will monitor the on-going programme of learning and development opportunities for members to commence at the conclusion of the Induction Programme.

**HIGH PEAK BOROUGH COUNCIL
COUNCILLOR INDUCTION PROGRAMME**

MAY 2023 ONWARDS

Activity	Date / Time / Venue	Purpose of Activity	Delegates invited to attend
Welcome Meeting	<p>18 May 2023 4.45 p.m. Octagon Lounge, Pavilion Gardens</p> <p>Please note that this session will be followed by Annual Council at 7.15 p.m. and light refreshments will be provided at approximately 6.30 p.m.</p>	To provide an overview of Borough Council functions, Councillor responsibilities, role of officers, the Strategic Alliance and support to members.	All Councillors
Development Control (session 1)	<p>19 May 2023 10.00 a.m Meeting Room A, Buxton Town Hall</p>	The session will include an overview on planning applications from receipt to determination, role of the case officer, decision making – including site visits, probity and material considerations, use of conditions and planning obligations, appeals / costs,	Essential for all members of Development Control Committee (and potential substitutes)

		contact with officers.	
Select Committee Bite Size Briefing	First meeting of each Select Committee	The briefing will include an introduction to the work of the committee including the remit of the committee, a general introduction to the scrutiny process, setting the work programme and the role of task and finish groups	Essential for all members of Select Committees
Delivery of Council Housing	23 May 2023 6.00 p.m. Teams	An overview of the Housing Services provided by the Council, including our landlord function and legislative duties and guidance on how and when to contact us to escalate issues	All HPBC Councillors
Code of Conduct Seminar	24 July 2023 6.00 p.m. Teams 12 September 2023 2.00 p.m. Pavilion Gardens	This training will appraise members of their responsibilities under the Council's Code of Conduct, and will include: General provisions of the Code of Conduct,	Essential for all Borough and Parish Councillors (Please attend one session)

		registration of interests, Disclosable Pecuniary Interests and other interest, Dispensations, predetermination and arrangements for dealing with complaints	
Licensing	13 June 2023 6.00 p.m. Board Room, Pavilion Gardens	The session will provide an overview of the Licensing Act 2003, the Gambling Act 2005, Street Trading and Taxi and Private Hire Licensing	Essential for all members of Licensing Committee (and potential substitutes)
Audit Committee – Core Functions Seminar	15 June 2023 6.00 p.m. Board Room, Pavilion Gardens	To provide an overview of the core functions and responsibilities of the Audit & Regulatory Committee	All Councillors (essential for all members of Audit & Regulatory Committee)
Development Control (session 2)	19 June 2023 2.00 p.m. Committee Room A, Buxton Town Hall	General DC Training	All Councillors
LGA New Councillors Induction Event	20 June 2023 5.30 p.m. Via Zoom (link to be	A national virtual induction for new councillors	All new Councillors

	circulated)		
Development Control (session 3)	4 July 2023 10.00 a.m. Committee Room A, Buxton Town Hall	A session to allow members and officers to review the first two meetings of Development Control Committee	Essential for all members of Development Control Committee (and potential substitutes)
Standards Bite Size Briefing	5 July 2023 6.30 p.m. (At the start of the first meeting) Octagon Lounge, Pavilion Gardens	Items for discussion will include a general introduction to the Standards Framework, ethics background, the remit of the committee and setting the work programme.	Essential for all members of the Standards Committee
Priority Setting Day	14 July 2023 2.00 p.m. To be re-scheduled	This session will enable councillors to contribute to a review of the Council's Corporate Plan and consider the objectives and priorities for the Council over the next four years	All Councillors
Local Plan Seminar	31 July 2023 6.00 p.m. Teams	An overview of the Local Plan and the related planning process	All Councillors

Data Protection	7 September 2023 6.00 p.m. Teams	An introduction to the requirements of the General Data Protection Regulations and Data Protection Act 2018, which will enable members to be aware of their responsibilities and understand the risks associated with data protection, as well as giving guidance on how to manage casework lawfully and securely.	All Councillors (joint session with SMDC Councillors)
Financial Awareness Seminar	26 September 2023 6.00 p.m. Octagon Lounge, Pavilion Gardens	To provide Councillors with an overview of Local Government Finance and will include the principles of Local Government Finance, setting the budget and medium term financial plan and financial reporting	All Councillors
Climate Change	2 October 6.00 p.m. Teams or in person	To set out the Council's approach to tackling Climate Change	All Councillors
Emergency Planning	10 October	To present Elected	All Councillors

	6.00 p.m. Teams or in person	Members with an overview of their role during a major incident or emergency in the High Peak	
Partnership Working	19 October 6.00 p.m. Teams or in person	An overview of the Council's working arrangements with Partnerships and the Voluntary Sector	All Councillors
Chairing Meetings	7 November 6.00 pm venue to be confirmed	This session, led by the LGA, will provide tips on Chairing and Effective Meetings	Essential for all those appointed as Chairs, and any other interested Councillors
Overview and Scrutiny	To be confirmed	An overview of the Council's Overview and Scrutiny arrangements	All Councillors
Tour of the Borough	To be confirmed	The Tour will provide an opportunity to view the major projects that the Council is involved in	All Councillors

Please note that if you have been appointed to the Development Control Committee or Licensing Committee you must have attended at least one session of training before being able to sit on the committees.

Should you require any further information about any of the above training courses, please contact Rachel Rourke on 01298 28400 ex. 2139 or on rachel.rourke@highpeak.gov.uk

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