

**HIGH PEAK BOROUGH COUNCIL**

**Standards Committee**

**5 July 2023**

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

**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**

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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.