

REPORT TO:	<p align="center">Members' Learning and Development Panel</p> <p align="right">27 January 2022</p> <p align="right">Ethics Committee</p> <p align="right">9 February 2022</p>
SUBJECT:	Members' Induction Plan
LEAD OFFICER:	John Jones Monitoring Officer (interim)
BRIEF FOR THE PANEL:	
<p>The Panel is asked to:</p> <ol style="list-style-type: none"> 1. Note that this report will also be received by Ethics Committee on 9 February 2022; 2. Note progress in developing a detailed Induction programme for May 2022 and provide comments to inform its further development; 3. Note that implementation of the programme is dependent on the identification of appropriate resources for the Democratic Services team; 4. Promote engagement within their Groups with the activities listed in the programme. 	

1. MEMBER INDUCTION PROGRAMME 2021-22

- 1.1 Induction is an essential part of learning and development, and as the Council's elections are all-out every four years, this is a crucial point in the cycle to ensure that Members are equipped to deliver their roles. In 2022 it is anticipated that there will be a higher than normal turnover of Members, and so this programme will be more important than ever. Appendix 1 attached to this cover report lists the latest draft of the Member Induction programme for 2022.
- 1.2 The design of the programme has been informed by:
- the Report in the Public Interest
 - the Scrutiny Improvement Review
 - good practice in other authorities.
- 1.3 While there will be some key details to be imparted to new Members, some elements of the programme have been identified as essential for all Members. This is because:
- some elements of training (such as roles and responsibilities) have been recommended for all Members in the Report in the Public Interest;
 - some topics include updated content and all Members should receive a refresher at least every four years;
 - the attendance of Members with more experience can enable richer discussions at development sessions and the building of networks and understanding between Members.
- Attendance at events across the programme by all Members is therefore encouraged.

1.4 The programme contains a number of elements:

- i) A programme of events and activities for members which includes a combination of:
 - essential activities for all members
 - essential activities for new members
 - sessions of interest to all members
 - essential sessions for members of particular committees
- ii) A programme of 'buddying' whereby new members will be linked to directors in the Council to be a point of contact to answer questions about the way the Council works and support Members to use appropriate processes to resolve casework issues, consider actions appropriate to their roles as set out in the Members handbook and identify further areas for learning and development.

Groups are also encouraged to put in place their own buddying arrangements.

- iii) Targeted support for the Mayor, members of the Cabinet and Committee Chairs, for example mentoring by councillor peers with relevant expertise elsewhere in the country, facilitated by the Local Government Association (LGA) and attendance at LGA leadership development courses;
- iv) Opportunities for engagement with events offered beyond the borough which will support Members (particularly Chairs, Vice Chairs and Cabinet Members) to develop their networks and understanding of good practice. Further opportunities will be promoted to Members as they arise;
- v) Access to e-learning via the Learning Pool on the Intranet, including access to Local Government Association (LGA) workbooks and e-learning designed for Councillors;
- vi) All members will also be encouraged to refer to the Members Handbook, which will be fully updated, and will contain significant information to support them to navigate their way around the Council and their role.

1.5 The programme has been designed so that:

- i) all candidates will be advised of key dates in advance of the election, setting a clear expectation of attendance;
- ii) the Mayor will be asked to attend induction events alongside other Members, and key dates will be included within their personal schedule;
- iii) mandatory training for Members of regulatory committees will take place prior to the first meeting of each committee;
- iv) sessions targeted to all Members will be offered twice, at lunchtime and evenings;
- v) the induction day will emphasise the importance of continuing learning and development for all Members. It will also include input from a Councillor from the previous cohort, sharing what they wish they'd known at the start of their term of office, and practical guidance on dealing with casework.

1.6 As previously discussed with the Panel, attendance at induction events will be

registered, reported to Group whips and the Panel, and reported at each Member's page on the website.

- 1.7 It is planned to review progress in delivery of the induction programme and consider any adjustments required in August and November 2022, reporting back to the Panel in September and December.

2 IT EQUIPMENT AND SUPPORT FOR MEMBERS

- 2.1 Work is underway to consider options for IT equipment and support for Members from May 2022 onwards: a verbal update will be given to the meeting.

3 FINANCIAL IMPLICATIONS

- 3.1 There is a budget of £21,000 set aside for Member training. It is expected that the majority, if not all of the training listed in the programme at Appendix 1 can be delivered at no cost to the Council, through the support of the Local Government Association.
- 3.2 At present, the Democratic Services team is prioritising support to formal decision-making meetings due to limited resources. A peer review of the service has been carried out by the Local Government Association, due to report in late January 2022. The review has been asked to consider what staffing resources are required and how they should be organised, both at present and looking ahead to the introduction of the Mayoral model of governance.
- 3.3 On receipt of the peer review report, officers will consider the current team structure in light of its findings and prepare a proposal for consideration as part of the budget setting process in February/ March 2022. It will not be possible to support implementation of this plan unless sufficient resources are identified.

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APPENDICES TO THIS REPORT:

- 1: **Member induction plan, 2022**