

Members' Induction Programme

Induction Programme

The Induction Programme can be broadly divided into three strands of training. These are:

- Corporate
- Core/Cross Cutting
- Developmental.

Corporate Training

The Corporate training modules will be required to be undertaken by all Members. The modules will be delivered in-house and will as a minimum be offered on three different dates and times in order to ensure that as much flexibility as possible is provided to Members to facilitate attendance. In order to avoid new Members having information overload and possibly not gaining as much benefit as they should from the induction training, the Corporate modules have been categorised according to the period within which it is recommended that they should be delivered:

- Immediate **(I)** - prior to the Council's AGM
- Short Term **(S)** - within 3 months of being elected
- Medium Term **(M)** - within 6 months of being elected
- Longer Term **(L)** - within 12 months of being elected

The Corporate modules would cover areas including:

- The role of local government and local government reform **(I)**
- Council AGM and Election of Lord Mayor **(I)**
- Standing Orders/Code of Conduct **(I)**
- Proportionality Arrangements **(I)**
- BCC Corporate Planning and VCM process **(I)**
- Members' personal development planning process **(I)**
- Performance Management **(S)**
- Local Government /BCC financial planning **(S)**
- Good Relations **(S)**
- Equality/ Section 75 **(S)**
- Specialist Committee Training (delivered by Chief Officers supported by Heads of Service) **(M)**
- Overview of the Women's joint member -officer steering group and elected member gender action plan. **(M)**
- Recruitment and Selection **(L)**

- Chief Officer performance review and personal development planning scheme **(L)**

Core/Cross Cutting Training

The Core/Cross Cutting training modules will be offered to all Members. Depending on experience and expertise not all Members will need to undergo the full range of training being offered. However, it would be expected that Members elected to the Council for the first time would undertake all of the modules. The training will be marketed as refresher training to more experienced Members. Delivery of the training will be by a combination of in house and external provision.

These modules have also been prioritised in the same way as the Corporate training modules above.

The Core/Cross Cutting Modules will cover areas including:

- The roles and responsibilities of the Elected Member **(S)**
- Dealing with the Media/Getting Your Message Across **(M)**
- Effective Chairing of Meetings **(M)**
- Time Management/Work-Life Balance **(M)**
- Member /Officer Relations **(M)**
- IT Systems Training/ modern.gov. **(M)**
- Leadership development activities relating to:
 - Community Leadership
 - Partnership Working
 - Communication Skills
 - Political Understanding
 - Questioning and Challenge.

Demand for the core/cross cutting modules will largely determine the number to be delivered. However, the nature of some of the core/cross cutting modules mean that only a small number of Members can be trained at any one time.

Developmental Training

The developmental training will arise from the Personal Developmental Plans which all Members will be encouraged to prepare as soon as possible after the Local Government Elections. PDP's for Members will be conducted by an independent facilitator who will prepare an individual plan for each Member.

An individual training budget will be available for each Member which can be expended on developmental activity identified within their PDP.

The developmental training will be tailored and bespoke to the individual.

It is not intended that developmental activity be confined to traditional type training courses. Rather, it should encompass, where appropriate, conferences, seminars, best practice visits, mentoring, coaching, etc.

Timeframe

It is recommended that the Corporate and Core/Cross Cutting modules of the Induction Programme are undertaken within the first twelve months following the Local Government Elections. The developmental activity will take place over the course of the Council Term at intervals and dates convenient to the individual Member and will be reviewed annually as part of the personal development planning process.

Induction Pack

An Induction Pack, with the exception of Members' contact details, will be distributed to all Members immediately after the Local Government Elections or a Members co- option to the Council. It is suggested that the pack should contain:

- Corporate Plan/ Value Creation Map
- Standing Orders
- BCC – Guide for Councillors
- Code of Local Government Conduct
- Carparking pass
- Map of City Hall/Adelaide Exchange and information relating to the facilities in each of the buildings
- All Members contact details*
- Payroll Forms
- Induction Programme Details
- Members' Development Framework
- Service Information Packs

**Not immediately available*

With regard to Service Information Packs, those Services with responsibility for direct delivery to the ratepayer will be required to prepare their pack using a template both for consistency purposes and also to ensure that Councillors find the packs easy to use and a valuable source of information.

The packs will detail:

- The service provided to the ratepayer including relevant documents /publications
- Location of service
- Key officers and how they can be contacted
- Individual officers areas of responsibility
- Operational Managers with their contact details
- Useful telephone numbers
- Frequently asked questions.

All written material which is provided to Members as part of their induction will be made available electronically on the modern.gov system. This will ensure that Members have a library of information which can be updated as appropriate.

Evaluation

Following the next Local Government Elections and the roll out of the Induction Programme a full evaluation of the programme will be undertaken. The evaluation will be phased in line with the programme itself and will take the form of a questionnaire which all Members will be asked to complete. In addition one to one interviews will be conducted with a representative sample of Members. An analysis of the questionnaires and interviews will be undertaken to inform improvements which may need to be made to the programme.