

<b>REPORT OF:</b>	THE HEAD OF CORPORATE DEVELOPMENT
<b>AUTHOR:</b>	CHRIS COOK
<b>TELEPHONE:</b>	01737 276024
<b>E-MAIL:</b>	chris.cook@reigate-banstead.gov.uk
<b>TO:</b>	STANDARDS COMMITTEE
<b>DATE:</b>	3RD JULY 2006

<b>AGENDA ITEM NO:</b>	7	<b>WARD(S) AFFECTED:</b>	ALL
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<b>SUBJECT:</b>	NEW MEMBER INDUCTION AND MEMBER DEVELOPMENT PROGRAMME 2006/07
<b>PURPOSE OF THE REPORT:</b>	TO OUTLINE THE ARRANGEMENTS FOR NEW MEMBER INDUCTION AND REPORT UPON THE MEMBER DEVELOPMENT PROGRAMME FOR 2006/07.
<b>RECOMMENDATIONS:</b>	
<ol style="list-style-type: none"> <li><b>To note the arrangements for new Member induction and the Member Development Programme for 2006/07.</b></li> </ol>	

## Background

- The Committee's Terms of Reference under the Council's Constitution include the promotion and maintenance of high standards of conduct within the Council. The Terms of Reference also require the Committee to ensure that all Members of the Council have training in all aspects of the Member Code of Conduct.
- The provision of a Member Development Programme is an integral part of the promotion and maintenance of high standards of conduct etc. and this report accordingly sets out details of the Council's Member Development Programme for 2006/07.

## Member Development Programme

- There are two main elements to the Member Development Programme. Firstly, the Induction Programme for new Councillors elected at the May 2006 elections (which runs from May to July) and secondly the main development programme for all Members over the whole year.

### *New Member Induction*

4. The New Member Induction Programme is set out at Annex 1. Its primary function is to ensure that all new Members have a basic, but thorough, briefing on all aspects of the Council, including the Code of Conduct.
5. To run along side programme each new Member is allocated a “mentor” from within the Democratic Services Team. The purpose of the mentor is to assist new Members on a personal basis with their early months on the Council. As part of this, a comprehensive New Member Handbook is provided with the following information:
  - Serving Your Constituents
  - “Your local area”
  - Finding your way around the Town Hall
  - Political make-up of the Authority
  - Executive, Members and Officers
  - The Council’s Decision Making Structures and Processes
  - Access to Information
  - Support Services for Members
  - Committee and Dates
  - Code of Conduct
  - Membership of Outside Bodies
  - Dealing with the media
  - Helpline Telephone System and Help Shops
  - IT Services for Members
  - The Council’s complaints procedure and the Local Government Ombudsman.
6. There were nine new Councillors elected at the May 2006 elections. The Committee is asked to note that whilst the programme at Annex 1 is primarily intended for new Members it is also open to all other Members on a “refresher” basis.

### *Core Programme*

7. The intention is to review the New Member Induction Programme with the Executive Member for Organisational Development and also seek feedback from the new Councillors.
8. The main Member Development Programme is set out at Annex 2. This Programme was devised in consultation with the Executive Member for Organisational Development and Political Group Leaders. In terms of content, it reflects the needs and requirements of all Members; the programme recognises the commitment of Members to all of their Council duties. The programme is now being rolled-out.

9. In addition to the programme set out above, it is possible for individual Members to attend one-off external events such as the LGA Conference provided a tangible benefit to the Member concerned and Council can be demonstrated.

### **Resource Implications**

10. The Council has established a budget of £13,200 in respect of Member Development during 2006/07.

### **Conclusions**

11. It is essential that all Members receive training that will ensure their personal development, the efficient and effective conduct of Council business and the maintenance of high standards of conduct. It is considered that the arrangements and programmes set out under paragraphs 3 to 9 above fulfil these aims. However, Members will be consulted on the Member Development Programme on an ongoing basis to ensure needs and requirements are being met.

Background Papers: None.

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