

BRECKLAND DISTRICT COUNCIL

Report of: Councillor Jane James, Executive Member for Customer and Corporate Services

To: General Purposes – 9 February 2023

Author: Teresa Smith, Democratic Services Team Leader

Subject: Member Induction – Update 2023

Purpose: To provide members with an update of the Member Induction 2023

Recommendation(s):

That members note the content of the report.

1.0 BACKGROUND

- 1.1 Members of the General Purposes committee agreed at the meeting held on 24 November 2022 to allow Officers to begin preparations of the Member Induction Programme for delivery in May 2023.
- 1.2 An officer working group has been set up (representing Democratic Services, IT and Communications) to successfully deliver the induction programme.
- 1.3 The first officer working group took place on 24 January to agree a project plan that would consider the following five key areas:
- Prospective Councillor PR
 - Member Induction – Welcome packs
 - Member IT kit
 - Member Induction Day
 - Member training & development
 - Communication
- 1.4 Prospective Councillor PR
- 1.4.1 It was discussed and agreed at the working group to review and update content on the Council's website aimed at prospective candidates for the forthcoming election, signposting to further information and resources. It is hoped that the information will be available on the website by the 10th February, and once complete, a digital campaign to raise awareness and encourage engagement will be launched by the Communications Team.
- 1.5 Member Induction – Member Welcome Packs
- 1.5.1 The creation of a new welcome pack was also discussed and agreed, which will **align more closely with the staff induction experience**, consisting of:
- 'Welcome' video from the Chief Executive (to be linked via QR code)
 - Breckland notebook
 - Breckland pen
 - Breckland Cares keyring

- Lanyard (ready for ID card)
- Postcards (*to include picture of 3-tier infographic*) – with QR codes directing Members to the Breckland Council website to support their first days. This could include links to: Code of conduct, DPI forms.

1.6 Member IT Kit

1.6.1 At the working group, the IT Manager also set out its approach to Member device management and renewal:

- *All members, whether existing or newly elected, are provided with a Breckland Council device and, should they wish, a mobile phone to allow them to perform their duties as a ward member.*
- *To ensure we get the best financial value from the ICT assets we procure, and due to the improvement in technology and to reduce the Council's impact on the environment, we replace member devices in line with the useful life of each device.*

1.6.2 Therefore, following the elections in May 2023, members who retain their seats will retain their existing device(s) until they are due for a refresh according to the age and obsolescence of those devices. All continuing members will be asked if a replacement phone (iPhone) is needed which will be issued after the election.

1.6.3 For new incoming members, a new device (and iPhone if needed) will be supplied that will then fall into a refresh cycle the same as existing members.

1.6.4 We will require all Breckland IT hardware to be returned as soon as possible after the election by members who do not retain their seat or choose to stand down.

1.6.5 Every new member will be offered training on the devices they will be issued and all members - whether existing or newly elected - will be required to undertake mandatory cyber training within a set timescale and sign up to Breckland IT User Policy.

1.7 Member Induction Day

1.7.1 All members will be invited to attend a 'Welcome to Breckland' session will be arranged within the first week of their tenure. A tour of Elizabeth House will be offered as well as an opportunity to visit market stalls to understand more about the services offered by the Council. This will include an opportunity to meet the Corporate Management Team (CMT).

1.8 Member training & development

1.8.1 Core induction training covering the core 'basics' of Breckland will be offered within the first 3-months of the elections.

1.8.2 Shortly afterwards, a member training questionnaire will be sent out to all Members to help develop a four-year Learning and Development programme which will meet identified needs as well as learning preferences.

1.8.3 Members will also be signposted to the Local Government Association free e-learning programme for additional support and training.

1.9 Communication

1.9.1 The Executive Member will be informed of progress in a weekly update.

2.0 **OPTIONS**

2.1 Option 1 – to note the report

2.2 Option 2 – Do nothing

3.0 **REASONS FOR RECOMMENDATION(S)**

3.1 Providing a smooth and efficient induction programme for Members into the organisation will enable Members to effectively perform their duties as a Councillor within the District.

4.0 **EXPECTED BENEFITS**

4.1 The member induction programme will support Members to be the best they can be in their roles by providing appropriate information and support, development and training.

4.2 Providing an enhanced development programme will help to ensure the organisation is well-governed and democratically accountable.

5.0 **IMPLICATIONS**

In preparing this report, the report author has considered the likely implications of the decision - particularly in terms of Carbon Footprint / Environmental Issues; Constitutional & Legal; Contracts; Corporate Priorities; Crime & Disorder; Data Protection; Equality & Diversity/Human Rights; Financial; Health & Wellbeing; Reputation; Risk Management; Safeguarding; Staffing; Stakeholders/Consultation/Timescales; Other. Where the report author considers that there may be implications under one or more of these headings, these are identified below.

5.1 **Carbon Footprint / Environmental Issues**

5.1.1 We will aim, where practicably possible, to offer hybrid/online training opportunities to avoid unnecessary journeys.

5.1.2 We will aim to make best use of IT and digital resources to reduce the amount of paper produced.

5.1.3 To ensure we get the best financial value from the ICT assets we procure, and due to the improvement in technology and to reduce the Council's impact on the environment, we replace member devices in line with the useful life of each device.

5.2 **Corporate Priorities**

5.2.1 Will share with members at early stage the corporate priorities and how their role as a councillor will link with these.

5.3 **Financial**

5.3.1 There is a Member Development budget of £7k which will support any ongoing external training required

5.3.2 Capital budget has been set aside for the Member IT refresh.

5.4 **Health & Wellbeing**

5.4.1 The training programme in place will support Members during the initial stages of becoming a councillor.

6.0 **WARDS/COMMUNITIES AFFECTED**

6.1 N/A

7.0 **ACRONYMS**

7.1 N/A

Background papers:- None

Lead Contact Officer

Name and Post: Teresa Smith, Democratic Services Team Leader
Email: Teresa.smith@breckland.gov.uk

Key Decision: No

Exempt Decision: No