



# STANDARDS COMMITTEE

24 MARCH 2010

## CONTRIBUTORS

ADLDS  
HCS  
HES

## MEMBER INDUCTION PROGRAMME

### Summary

This report outlines arrangements for the Member Induction programme which will be held immediately after the election.

### RECOMMENDATION:

That the report be noted.

## WARDS

ALL

## **1. BACKGROUND**

- 1.1 At the Committee meeting in November 2009, Members requested a briefing on how the Council intended to induct its new Members after the May 2010 municipal elections. This report outlines the content of a comprehensive programme of events and activities for both new and returning Members.

## **2 GENERAL PRINCIPLES OF ENGAGEMENT**

- 2.1 In recognition of the expectation of Councillors to hit the ground running, their roles as decision takers, talent and experience brought to the job as well as their commitment to Council business and other community engagement activities, it was agreed that the following principles should influence the timing and structure of the programme:-

- To minimise the number of sessions members are required to attend.
- To schedule as much as possible in the early weeks in order for them to be equipped to function in their respective roles.
- Events to be interactive, engaging and interesting.
- Officers to avoid as much as possible providing new members with loads of documents.
- Alternative communication channels such as CDs, DVDs, Intranet, Frequent Question and Answers sheets etc should be used.
- Where possible Councillors' briefings to be placed on the Internet or Members' portal.

## **3 INDUCTION PROGRAMME**

The following events and activities have been developed for the Induction programme.

### **3.1 Saturday Welcome Event (Compulsory for all Members)**

- Saturday 15 May 2010 - 10.00 am to 4 pm
- Venue – At the Town Hall, King Street.

This event will be held on the Saturday after the election building in the same format as 2006. The first 3 hours will be an open house where new Members will interact with other Members, Chief Officers, Assistant Directors, support staff and some key senior staff from Partners organisations. In addition, non Executive Directors of the PCT and Standards Committee Members will also be invited.

The second session on the day will consist of a Finance & Corporate Services Departmental briefing covering :- Your role as Councillor, how decisions are made, Code of Conduct, Standards and Ethics, Introduction to Finance and the Budgeting Process and Introduction to Overview and Scrutiny.

Members will also have an opportunity to:

- Sign the Declaration of Acceptance of Office
- Have official photographs taken
- Be informed of support services available, Members Allowance, expenses, declaration of gifts and hospitality, declaration of interest
- Be issued with ID, lynx token, security swipe cards

#### **4. OTHER SESSIONS**

##### **4.1 Departmental Briefings**

Each department will provide a briefing to Members during the second week covering statutory information, business plan, general operational and service delivery issues. As part of the Council's integration work with the PCT, health officers will attend both the Community Services and Children Services briefings.

##### **4.2 Compulsory Sessions**

Sessions will also be run on key statutory and operational issues covering Planning Committee, Licensing Committee, Residents Interaction and Safeguarding Children and Corporate Parenting.

##### **4.3 Group Sessions**

Political groups might hold sessions as with their Members as well.

#### **5. EVENTS**

##### **5.1 Borough Tour - Bus Tour and Lunch**

A "Whole place, Total place" bus tour will be held on Saturday 22 May

##### **5.2 New Councillors' Receptions**

Members will be encouraged to attend the Mayor of London and the LGA reception for newly elected Councillors. The dates are yet to be fixed.

#### **6. CORPORATE INDUCTION HANDBOOK**

The Handbook will contain a wide range of information will be produced.

#### **7. CORPORATE PUBLICATIONS**

Some of the publication to be circulated are as follows:-

- Your guide to local health service 2010
- Your NHS Hammersmith and Fulham – 50 copies
- What we do and what we don't do

- Children and Young People's Plan – 2009 review
- Starting School in Hammersmith and Fulham 2010/11
- Moving on up – Making the transfer to secondary school in September 2010
- Family Information Services pack
- Schools of choice newsletter

**LOCAL GOVERNMENT ACT 2000  
BACKGROUND PAPERS**

<b>No.</b>	<b>Brief Description of Background Papers</b>	<b>Name/Ext. of holder of file/copy</b>	<b>Department/Location</b>
1.	Minutes of the Member Induction Working Group	Kayode Adewumi ext 2499	HCS, Committee Services, Room 202