

**Decision Maker:** GENERAL PURPOSES AND LICENSING COMMITTEE

**Date:** Tuesday 12 September 2017

**Decision Type:** Non-Urgent Non-Executive Non-Key

**Title:** INDUCTION ARRANGEMENTS FOR NEW MEMBERS IN 2018

**Contact Officer:** Graham Walton, Democratic Services Manager  
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**Chief Officer:** Mark Bowen, Director of Corporate Services

**Ward:** N/A

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1. Reason for report

- 1.1 This report summarises the initial plans for Member Induction after the 2018 local elections, including induction arrangements and Member IT. The plans are at an early stage and it would be useful to have Member's views on the proposals. It is intended that a survey will be carried out seeking Members' views on the Induction Programme which will be used to make the final proposals as useful and effective as possible.

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2. **RECOMMENDATION**

**Members' comments are requested on the plans for Member Induction in 2018.**

### Impact on Vulnerable Adults and Children

1. Summary of Impact: Not Applicable
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### Corporate Policy

1. Policy Status: Not Applicable:
  2. BBB Priority: Excellent Council:
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### Financial

1. Cost of proposal: No Cost:
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Democratic Representation – Training Expenses
  4. Total current budget for this head: £1,320 (2017/18)
  5. Source of funding: Revenue budget
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### Personnel

1. Number of staff (current and additional): 8 (6.87fte) in Democratic Services
  2. If from existing staff resources, number of staff hours: Not applicable
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### Legal

1. Legal Requirement: None
  2. Call-in: Not Applicable: This report does not involve an executive decision.
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### Procurement

1. Summary of Procurement Implications: Not applicable
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### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): Not applicable
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### Ward Councillor Views

1. Have Ward Councillors been asked for comments? No
2. Summary of Ward Councillors comments: Not applicable

### **3. COMMENTARY**

- 3.1 This report aims to give Members an early opportunity to feed comments into preparation for the election of a new Council in May 2018, and in particular the options for the induction programme and for provision of IT equipment and support.

#### **Administration following the Election**

- 3.2 On being elected, new (and returning) Members will be given a “welcome pack” of basic information and required to complete the following forms –

- Acceptance of office
- General Information (contact details etc)
- Payroll details
- Declaration of interest (which must be completed within 28 days.)
- Declaration of party group membership.

A professional photographer is also employed to take high quality photographs of all Members which are then used on the Council website for the next four years and for Council identity badges.

- 3.3 At the 2010 and 2014 local elections the count was carried out the following day, which made the follow up actions much easier and more convenient than if the count was carried out overnight. If the count is held overnight it may be more practical to have these photographs taken at a later date – possibly in conjunction with another Induction event when the majority of Members are likely to be present.
- 3.4 Members’ views are sought on the timing of the photograph session, in particular what arrangements should be made if the count is held overnight.

#### **Induction Training**

- 3.5 Attendance data, where it has been retained, for the 2014 Induction Programme is set out in Appendix A. This shows that attendance was good for the early sessions, but declined as the programme progressed. The full 2014 Induction programme is attached as Appendix B. It is intended that a broadly similar approach will be taken in 2018 of slotting induction sessions between evenings when meetings are scheduled. In addition, Committees and Sub-Committees may want to include tailored training sessions alongside, or as part of, their first meetings. The programme will probably extend into July, but thereafter it is proposed that there will be a programme of occasional Member development sessions throughout the year.
- 3.6 The Induction Programme will focus initially on a general introduction to the Council and core issues such as Member support, the Code of Conduct and standards, Members’ casework, budgets and finance, commissioning and corporate priorities. The programme will then move onto a second phase covering introductions to particular portfolios/departments/services, and training aimed at particular committees such as licensing and planning. In most cases, the sessions will be provided in-house and led by senior officers. In addition, it is proposed that there will be visits and tours to facilities such as the Customer Service Centre at the Civic Centre and the Central Depot. In parallel, there may need to be specific IT training (see below). Although the programme will be aimed at new Members, it is intended that it will also be useful for returning Members, and that experienced Members will have the opportunity to make contributions and interact with new Members.

3.7 Member's views are requested about the content of the Induction Programme, and whether there are any potential gaps – any issues that have not been considered previously but that Members would find helpful. Subjects offered by other authorities include charring skills, time management, personal resilience, personal safety, community engagement, reading skills, public speaking, data protection and freedom of information, community engagement and social media. In 2014, the programme and the individual sessions received good feedback from Members, but it would be particularly useful to have the views of Members now, informed by several years of service.

### **Member IT**

3.8 Under the current Member IT regime, agreed by full Council in early 2014, all Members are offered the following –

- A Council iPad which can be used for Council email and reading committee papers on the Modern.gov app.
- Access to the Council's systems via citrix from a Member's own laptop or PC.
- Either a basic Council mobile phone or a £10 per month allowance to cover use of the Member's personal phone for Council business.

3.9 While the introduction of the iPad has been welcomed and appreciated by some Members, particularly for mobile access to emails, it is also acknowledged that a tablet device has limitations, has not freed Members from paper agendas and is not liked by some Members. Under the direction of Cllr Graham Arthur, Portfolio Holder for Resources, BT, the Council's IT support contractor, has carried out research into appropriate solutions for 2018 based on engagement with Members earlier this year, as well as consideration of the current position and the IT facilities offered by other authorities. BT reached the following conclusions –

- ICT provision must include a capability for Members to obtain paper based copy (i.e. that paper agendas should continue to be available for those who need them.)
- The iPad (or any equivalent device) should include MS Office tools (Outlook, Word, Excel) mitigating the security risks associated with workarounds, where documents are forwarded to personal equipment.
- Provision of a smartphone with integrated mail would be useful, but is not currently viewed as essential.
- The existing security controls are appropriate and there is no evidence that these are inhibiting Members' ability to work with their ICT equipment.
- Future ICT should be able to facilitate virtual meetings (both internal and public facing) and greater interaction with partner organisations.
- Windows should be the preferred platform, but with Apple available as an alternative.
- The deficiencies of the current iPad should be addressed and 2 in 1 Microsoft devices investigated as a potential alternative.
- Training, How to guides and FAQ should be refreshed (particular concerns are wireless printing and use of personal ICT to access LBB core systems via Citrix).

- A clear delivery and communications plan is required.

3.9 The headline recommendation is that, subject to further investigation, Members should be offered a choice in 2018 of either an enhanced iPad with Office 365 capability or a Windows 2 in 1 tablet. These recommendations will be worked up into a final package with consideration of the exact hardware and software requirements, but Member's initial views are sought.

<b>Non-Applicable Sections:</b>	Impact on vulnerable adults and children/Policy/Financial/Personnel/Legal/Procurement
Background Documents: (Access via Contact Officer)	Members ICT Review Report - BT

## Appendix A

### Attendance at Induction events - 2014

<b>Date</b>	<b>Subject</b>	<b>New Members</b> (19)	<b>Returning Members</b> (41)	<b>Total</b> (60)
27/5/14	Chief Executive's welcome/Democratic Services & Member Support/Standards	18	8	26
29/5/14	Commissioning/ Customer Services/Constitution	17	6	23
9/6/14	Environment and Community Services	12	7	19
18/6/14	Children's Services	6	3	9
19/6/14	Environment Tour	9	0	9
23/6/14	Adult's Services	10	6	16
24/6/14	Human Resources/Public Health	6	2	8
8/7/14	Voluntary Sector	4	1	5

(Attendance data is not available for other sessions)

**COUNCILLOR INDUCTION TIMETABLE 2014**

Thursday 22 May	ELECTION DAY
Friday 23 May	<b>LOCAL ELECTION COUNT</b> <ul style="list-style-type: none"> <li>• Signing in</li> <li>• Photographs</li> <li>• Basic information <i>(P11 from 1pm)</i></li> </ul>

Monday 26 May	BANK HOLIDAY
Tuesday 27 May	<i>(I-pad collection 2.30-6.45pm – CR5)</i> <b>INDUCTION SESSION 1</b> <b>(Corporate – Chief Exec’s Welcome/Standards/Member Support ) (7pm)</b> <i>(Council Chamber)</i>
Wednesday 28 May	<i>(I-pad collection 5-7pm – CR3)</i> Group meetings
Thursday 29 May	<i>(I-pad collection 8am-7pm – CR3)</i> <b>INDUCTION SESSION 2</b> <b>(Corporate – Improvement and Commissioning, Customer Services, Constitution) (7pm)</b> <i>(Council Chamber)</i>
Friday 30 May	

Monday 2 June	Group meetings
Tuesday 3 June	Retiring Members Reception (6.30pm)
Wednesday 4 June	COUNCIL (6pm Hon. Aldermen) (6.30pm AGM)
Thursday 5 June	Plans 1 (7pm)/E&R PDS (7pm)
Friday 6 June	

Monday 9 June	<b>INDUCTION SESSION 3 (Environment &amp; Community Services) (7pm)</b> <i>(Cttee Room 1)</i>
Tuesday 10 June	General Purposes & Licensing Cttee (7pm) Executive (7pm)
Wednesday 11 June	
Thursday 12 June	<b>INDUCTION SESSION 4 (Finance) (7pm)</b> <i>(Cttee Room 1)</i>
Friday 13 June	

Monday 16 June	Group meetings
Tuesday 17 June	PP&S PDS (7pm)
Wednesday 18 June	<b>INDUCTION SESSION 5</b> <b>(Children's Services)</b> (7pm) (Cttee Room 1)
	LDFAP (7pm)
Thursday 19 June	<b>Environment Tour</b> (11am – 2.30pm)
	Plans 2 (7pm)
Friday 20 June	

Monday 23 June	<b>INDUCTION SESSION 6</b> <b>(Adult Social Care, Housing &amp; Health)</b> (7pm) (Cttee Rm 1)
	R&R PDS (7pm)
Tuesday 24 June	Education Budget PDS (7pm)
	<b>INDUCTION SESSION 7</b> <b>(Public Health/HR)</b> (7pm) (Cttee Room 1)
Wednesday 25 June	Audit Sub (7.30pm)
Thursday 26 June	Care Services PDS (7pm)
Friday 27 June	

Monday 30 June	<b>INDUCTION SESSION 8</b> <b>(Regeneration and Planning)</b> (7pm) (Cttee Room 1)
Tuesday 1 July	SACRE (6.30pm)/Environment PDS (7.30pm)
Wednesday 2 July	<b>I-Pad Training</b> (6.30pm) (Cttee Room 6)
	Education PDS (7pm)
Thursday 3 July	<b>I-Pad Training</b> (4pm) (Cttee Room 3)
	Plans 3 (7pm)
Friday 4 July	

Monday 7 July	<b>INDUCTION SESSION 9</b> <b>(Pensions Investment)</b> (7pm) (Cttee Room 1)
Tuesday 8 July	<b>INDUCTION SESSION 10</b> <b>(Voluntary Sector)</b> (6.45pm) ( <u>Community House, South St</u> )
	E&R PDS (7pm)
Wednesday 9 July	Development Control Cttee (7.30pm)
Thursday 10 July	
Friday 11 July	

(Visits to the Customer Service Centre are available on Mondays, Tuesdays, Thursdays and Fridays)