

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

**Date:** Wednesday 26 September 2018

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

**Title:** FEEDBACK FROM THE MEMBERS INDUCTION PROGRAMME  
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 reviews the Member induction after the 2018 local elections, including the provision of Member IT equipment, and offers Members an opportunity to discuss future training/briefing needs.
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2. RECOMMENDATION

That the report be noted, and Members comment on future training/briefing needs both for future induction programmes and more generally.

### Impact on Vulnerable Adults and Children

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

1. Policy Status: Existing Policy:
  2. BBB Priority: Excellent Council:
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### Financial

1. Cost of proposal: Estimated Cost: £796
  2. Ongoing costs: Not Applicable:
  3. Budget head/performance centre: Democratic Representation
  4. Total current budget for this head: £1,067,960
  5. Source of funding: 2018/19 Revenue Budget
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### Personnel

1. Number of staff (current and additional): Not Applicable
  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): 60 Members of the Council
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### Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments: Not Applicable

### 3. COMMENTARY

3.1 This report reviews the Member Induction Programme 2018 and offers an opportunity to make comments for consideration in drawing up future Induction and training programmes. It also covers the provision of IT equipment. Between induction programmes every four years, Member training tends to be on an ad hoc basis, although there are generally finance briefings every six months and in 2016/17 there was a dedicated programme of training and briefing events in response to the Ofsted inspection on children's services. This report offers Members the opportunity to consider whether a more structured approach to Member training should be put in place.

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

3.2 At the election count venue, on being elected, new (and returning) Members were given a "welcome pack" of basic information and required to complete the following forms –

- Statutory Acceptance of Office
- General Information (contact details etc)
- Payroll details
- Declaration of interest (which had to be completed within 28 days)
- Declaration of party group membership.

A professional photographer was employed to take high quality photographs of all Members which were then used on the Council website and for Council identity badges. The Council's Head of IT was present to advise Members on choices of IT equipment.

#### **Induction Training**

- 3.3 The Induction Programme focused initially on a general introduction to the Council and core issues such as the Council Constitution, standards and the Code of Conduct and Corporate Priorities. The Programme then moved on cover important subjects such as Commissioning, Children's Services and Planning, eventually covering all services. Although the programme was aimed at new Members, it was intended that it would also be useful for returning Members, and that experienced Members would have the opportunity to make contributions and interact with the new Members. Most of the sessions were presented by senior officers, with input in some cases from the Bromley Clinical Commissioning Group (CCG), Department of Work and Pensions (DWP) and officers from other authorities. One session (on Scrutiny) was provided by an external trainer from the Local Government Information Unit LGiU).
- 3.4 Details of the Induction sessions are set out in Appendix 1, including attendance data for both new and returning Councillors. In 2014, there was a marked decline in attendance towards the end of the programme, but this year most of the sessions were well-attended, with the exception of the presentation from the Voluntary Sector.
- 3.5 A summary of the feedback received from Members after each session is attached at Appendix 2, including particular comments where these were submitted. A simple, standard feedback sheet was used for most sessions based on four questions. This shows that the sessions were well-received, with the majority of comments being either positive (33%) or very positive 64%.
- 3.6 Member's views are requested about the content of the induction programme, and whether there are any potential gaps – any issues that were not covered but that Members would find helpful in future. In particular, Members views are sought on whether the programme was too focussed on Council services, and whether more training was and is needed on personal effectiveness - subjects such as chairing skills, time management, personal resilience, personal

safety, community engagement, reading skills, public speaking, data protection, community engagement and social media.

## Member IT

3.7 In 2014, full Council agreed that Member IT entitlements should be changed to the following -

- A Council iPad which could 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.

3.8 BT, the Council's IT support contractor, carried out research into appropriate solutions for 2018 based on engagement with Members including group sessions, a questionnaire and an offer of 1:1 meetings, as well as consideration of the current position and the IT facilities offered by other authorities. This led to an improved choice of IT equipment offered to Members in 2018 -

- (i) an iPad;
- (ii) a standard lightweight laptop
- (iii) a 2-in-1 laptop with detachable screen.

Citrix access and the choice of a basic mobile phone or a £10 allowance for using a Member's own personal phone equipment remains unchanged.

3.9 Of the eighteen new Members in 2018, three opted for an iPad, one for the standard laptop and fourteen for the 2-in-1 laptop (although two subsequently opted to change to an iPad.) All but one of the new Members were provided with their new equipment by the end of the week following the local election. After this initial focus on newly elected Members, the new equipment has been rolled out to longstanding Members, with similar proportions opting for each type of device.

<b>Non-Applicable Sections:</b>	Impact on Vulnerable Adults and Children/Policy/ Finance/Legal/Human Resources/Procurement
Background Documents: (Access via Contact Officer)	None

**Member Induction Programme 2018: Summary**

<b>Session</b>	<b>Date</b>	<b>Subject</b>	<b>New Cllrs (18)</b>	<b>Returning Cllrs (42)</b>	<b>Total attendance (60)</b>
1	8 <sup>th</sup> May	Constitution/Standards	16	18	34
2	10 <sup>th</sup> May	Children's Services	15	15	30
3	15 <sup>th</sup> May	Commissioning	7	10	17
4	23 <sup>rd</sup> May	Planning	16	12	28
5	5 <sup>th</sup> June	Human Resources & Customer Services	14	15	29
6	12 <sup>th</sup> June	Environment & Community Services	13	14	27
7	13 <sup>th</sup> June	Scrutiny	13	12	25
8	20 <sup>th</sup> June	Finance	12	13	25
9	26 <sup>th</sup> June	Adult Care, Health & Housing	8	8	16
10	27 <sup>th</sup> June	Voluntary, Community and Social Enterprise Sector	3	5	8
11	2 <sup>nd</sup> July	Universal Credit & Welfare Reform	9	11	20
12	16 <sup>th</sup> July	PREVENT	8	12	20