

REPORT TO: East Lothian Council

MEETING DATE: 28 February 2017

BY: Depute Chief Executive (Resources and People Services)

SUBJECT: Elected Member Induction Programme 2017

1 PURPOSE

1.1 To seek approval of the Elected Member Induction Programme 2017.

2 RECOMMENDATIONS

2.1 Council is asked:

- to approve the Elected Member Induction Programme, as set out in Appendix 1 to the report (noting that any changes to the dates outlined will be communicated to Members as soon as practicable); and
- to agree to a number of sessions being made compulsory for returning Members, as well as new Members (as outlined in Section 3.2, below, and specified in Appendix 1).

3 BACKGROUND

3.1 Members are advised that, as in previous local government election years, officers have devised an Induction Programme for Elected Members, to be delivered over the first two months following the election. The draft Induction Programme for 2017 is attached at Appendix 1 to this report.

3.2 Members are asked to note that a number of sessions are compulsory – some for new Members, some for Members who hold particular positions, and others for all Members. The sessions which are compulsory for all Members are as follows:

- Collection of IT equipment and associated training (Wednesday 10 May)

- Councillors' Code of Conduct (Thursday 11 May)
- Representation on outside bodies (Thursday 11 May)
- Legal duties and responsibilities (Tuesday 16 May)
- The planning system (Wednesday 17 May)
- Media and communications (Wednesday 24 May)

Existing Members seeking re-election are requested to commit to attending these sessions and to diarise the dates now.

3.3 Many of the induction sessions are aimed primarily at new Members; however, returning Members are welcome to attend the following sessions:

- Life as a Councillor (Monday 15 May)
- Council policies and strategies (Friday 19 May)
- Local Government finance and audit (Wednesday 24 May)
- Committees (Thursday 25 May)
- Common Good (Friday 26 May)
- Individual service sessions (w/b Monday 29 May)
- Housing (Wednesday 31 May)
- Partnerships (Thursday 1 June)
- Health and Social Care Partnership (12 June)
- Emergency planning and risk (Wednesday 21 June)
- Financial and public sector reform (w/b 19 June – date tbc)
- Public protection and the role of the Chief Social Work Officer (Wednesday 28 June)

3.4 As regards the session on ALEOs (date to be confirmed), this session will be compulsory for Members who are appointed to represent the Council on Enjoy Leisure. Members who are appointed to Boards of other organisations, such as East Lothian Investments Ltd, East Lothian Land Ltd and Musselburgh Joint Racing Committee, will also find this session beneficial, and they are therefore encouraged to attend.

3.5 Members are advised that should there be a requirement to change the dates or details of any session, the revised arrangements will be communicated to Members as soon as practicable.

3.6 In addition to the induction sessions, the Members' Briefing programme will continue in 2017/18, and topics for each session will be confirmed in due course.

4 POLICY IMPLICATIONS

4.1 None.

5 INTEGRATED IMPACT ASSESSMENT

5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 RESOURCE IMPLICATIONS

6.1 Financial – none

6.2 Personnel – none

6.3 Other – none

7 BACKGROUND PAPERS

7.1 None

AUTHOR'S NAME	Lel Gillingwater
DESIGNATION	Team Manager – Democratic & Licensing
CONTACT INFO	lgillingwater@eastlothian.gov.uk
DATE	31 January 2017

East Lothian Council
Draft Elected Member Induction Programme 2017
Incorporating the Committee Schedule for May/June 2017

Appendix 1

Week 1 (8 – 12 May 2017)

Date, time, venue	Topic	Description	Attendance	Lead Officers
Mon 8 May, 9 – 11 am Council Chamber	Getting started	<ul style="list-style-type: none"> • Meet with PAs • Receive induction handbook/materials • Receive temporary ID cards and personal alarms • Complete various forms • Information on first Council meeting • Tour of John Muir House and Town House 	Compulsory for new Members	Lel Gillingwater/ Jill Totney
Monday 8 May, 2 – 3 pm Venue tbc	Meet the CMT	An opportunity to meet informally with the Council Management Team	Compulsory for new Members	CMT
Monday 8 May, 3 – 4 pm Chief Executive's Office	Meeting with the political group leaders		Leaders of all political groups	Chief Executive
Tuesday 9 May, 9.30 am – 12.30 pm (Induction) Garleton Rooms 12.30 – 1 pm (lunch) 1 – 2 pm (Tour)	Corporate induction and tour of Penston House	<ul style="list-style-type: none"> • Council structures, processes and decision-making • Roles and responsibilities of officers and Members • Committee schedule and Member briefing programme • Tour of Contact Centre 	Compulsory for new Members	Rebecca Grangeret (Lel Gillingwater / Jill Totney / Paolo Vestri / Hannah Tiffin / Raymond McGill)
Tuesday 9 May,	Meeting with the new	<ul style="list-style-type: none"> • Portfolios 	Members of the	Chief Executive /

3 – 5 pm Adam Room	Administration	<ul style="list-style-type: none"> • Cabinet spokesperson roles and remuneration • Accommodation • Administrative support • Council Plan / Manifestos 	new Administration	CMT
Wednesday 10 May, all day 9.30 am – 4.30 pm Saltire Rooms	IT equipment	Collection of IT equipment, and training (inc. IT security)	Compulsory for all Members	Alan Cruickshank
Thursday 11 May, 10 am – 12 noon Council Chamber	Councillors' Code of Conduct	<ul style="list-style-type: none"> • Councillors' Code of Conduct • Governance/Standing Orders • Registers of Interest and role of Standards Commission (inc. overview of Standards Commission activity in East Lothian, 2012–17) • Declaration of interests at meetings • Conduct at Council meetings • Use of social media 	Compulsory for all Members	Kirstie MacNeill / LeI Gillingwater / Jill Totney / Stewart Cooper
Thursday 11 May, 2 – 4 pm Council Chamber	Representation on Outside Bodies	Session for Members on the duties and responsibilities associated with representing the Council on outside bodies	Compulsory of all Members	CMT
Friday 12 May	Getting to know the IT systems	Member PAs to provide training and guidance on IT systems, e.g. Elnet, Outlook, Microsoft Office, etc.	Compulsory for new Members	Members' Services PAs

Week 2 (15 – 19 May 2017)

Date	Topic	Description	Attendance	Lead Officers
Monday 15 May, 9.30 am – 12.30 pm Saltire Rooms	Service speed date / getting to know the Council services	Session for Members to be introduced to the managers of each of the services – 10/15- minute overview of each service	Compulsory for new Members	Paolo Vestri / CMT
Monday 15 May, 2 – 4 pm Council Chamber	Life as a councillor	Session for new Members to meet returning Members to discuss the role, challenges and rewards of being a councillor	Optional for new Members	3/4 returning Members, supported by Paolo Vestri
Tuesday 16 May, 2 – 5 pm Council Chamber	Legal duties and responsibilities	<ul style="list-style-type: none"> • Quasi-judicial roles (Planning and Licensing) • Quasi-legal roles (Appeals, Homelessness, Licensing) • ALEOs • Procurement • Data Protection • Freedom of Information • PVG Disclosure • Equalities • Health and safety 	Compulsory for all Members	Kirstie MacNeill / Paolo Vestri
Wednesday 17 May, 10 am – 12 noon Adam Room	The Planning System	How the planning system works	Compulsory for all Members	Iain McFarlane / Andy Stewart / Keith Dingwall
Friday 19 May, 10 am – 12 noon Adam Room	Council Policies and Strategies	An overview of Council policies and strategies including: <ul style="list-style-type: none"> • Draft Council Plan • Single Outcome Agreement • People Strategy • Improvement Framework • Transformational Change Programme • Customer Care Strategy 	Compulsory for new Members	Paolo Vestri / Sarah Fortune / Eileen Morrison

Week 3 (22 – 26 May 2017)

Date	Topic	Description	Attendance	Lead Officers
Tuesday 23 May, 10 am Council Chamber	Meeting of East Lothian Council	The first meeting of the new Council will include (but is not restricted to): <ul style="list-style-type: none"> • Confirmation of the Membership of the Council, and declaration of acceptance of office • Election of Provost, Depute Provost, Leader of the Council, and notification of Leaders of the Political Groups • Appointment to committees, sub-committees associated committees and Licensing Board • Appointment of Members to outside bodies • Administration manifesto(s) 	All Members	Chief Executive / Lel Gillingwater (clerk)
Wednesday 24 May, 10 – 11.30 pm Council Chamber	Media and Communications	<ul style="list-style-type: none"> • Communications protocol • Use of social media • Data protection and the media 	Compulsory for all Members	Stewart Cooper
Wednesday 24 May, 2 – 4 pm Council Chamber	Local Government Finance and Audit	An overview of local government finance and the role of Internal/External Audit	Compulsory for new Members	Jim Lamond / Mala Garden / External Auditor
Thursday 25 May, 10 am Saltire Rooms	Meeting of Homelessness Appeals Sub- Committee		Three Members, to be confirmed by the clerk	Fiona Currie (clerk)
Thursday 25 May, 2 – 4 pm Council Chamber	Committees	<ul style="list-style-type: none"> • Organisation and conduct of Council meetings • Efficient meetings • Effective chairing • Meet the clerk 	Compulsory for new Members and all committee conveners/vice- conveners	Kirstie MacNeill / Lel Gillingwater / Jill Totney / clerking team
Friday 26 May, 10 – 11.30 am	Common Good	<ul style="list-style-type: none"> • Common Good assets • Applications for grant funding – process 	Compulsory for Members of	Kirstie MacNeill / Lel Gillingwater /

Adam Room		and protocol	Common Good Committees	Jill Totney / Sarah Fortune
-----------	--	--------------	------------------------	-----------------------------

Week 4 (29 May – 2 June 2017)

Date	Topic	Description	Attendance	Lead Officers
Monday 29 May 9 – 10 am, followed by sessions with each service (c. half day with each service) Saltire Rooms	Individual service sessions	Introduction to Council services – short presentation on key issues, followed by a discussion and site visits throughout the week, as relevant (individual service sessions tbc)	Optional for all Members	Heads of Service
Wednesday 31 May 1.00 – 3.00 pm Saltire Room 2	Housing	An overview of housing matters, including: <ul style="list-style-type: none"> • Allocations • Homelessness • Modernisation programme 	Compulsory for new Members	Tom Shearer / Caitlin McCorry
Thursday 1 June, 10 am Council Chamber	Meeting of the Employee Appeals Sub-Committee		Provost, Depute Provost, Council Leader, Leader of the Opposition, appropriate Cabinet spokesperson	Alison Smith (clerk)
Thursday 1 June, 4.30 – 6.00 pm Saltire Rooms	Partnerships	Reception event – introduction to Community Planning and partnership working, including East Lothian Partnership and Supporting Partnerships, Local Area Partnerships. Introduction to key partners and opportunity to meet partner representatives, including Police, Fire & Rescue, NHS, further and higher education, voluntary sector.	Optional for all Members	Tom Shearer / Paolo Vestri / Christine Dora

Week 5 (5 – 9 June 2017)

Date	Topic	Description	Attendance	Lead Officers
Monday 5 June, 9 am – 5 pm Council Chamber	Licensing Board training	Compulsory training for all Members appointed to the Licensing Board – includes examination on conclusion of the training	Compulsory for all members of Licensing Board	Kirstie MacNeill (external training providers)
Tuesday 6 June, 9.15 – 10 am Fletcher Room	Meeting of Haddington Common Good Committee		Haddington and Lammermuir ward Members	Fiona Currie (clerk)
Tuesday 6 June, 10 am Council Chamber	Meeting of the Planning Committee		All Planning Committee members	Alison Smith (clerk)
Tuesday 6 June, 3 – 4 pm Saltire Rooms	Police and Fire & Rescue Service	Training on the partnership working with the Police and Fire & Rescue Services	Compulsory for members of the Police, Fire and Community Safety Scrutiny Committee and new Members	Paolo Vestri
Wednesday 7 June, 9 am Fletcher Room	Meeting of Dunbar Common Good Committee		Dunbar and East Linton ward Members	Lel Gillingwater (clerk)
Wednesday 7 June, 10 am Council Chamber	Meeting of the Police, Fire & Community Safety Scrutiny Committee		All Police, Fire & Community Safety Scrutiny Committee	Fiona Stewart (clerk)

			members	
Thursday 8 June, 10 am Council Chamber	Meeting of the Licensing Sub- Committee		All Licensing Sub- Committee members	Fiona Stewart (clerk)
Thursday 8 June, 2 pm Council Chamber	Meeting of the Petitions Committee		All Petitions Committee members	Jill Totney (clerk)
Date and time tbc	Appointment to ALEOs	Training on the role of Members who are appointed as Directors of Arms Length External Organisations, including their duties and responsibilities as a director.	Compulsory for all Directors of Enjoy Leisure, encouraged for Directors of East Lothian Investments, East Lothian Land and MJRC	Kirstie MacNeill / Enjoy Leisure's solicitor

Week 6 (12 – 15 June)

Date	Topic	Description	Attendance	Lead Officers
Monday 12 June, 10 – 12 noon Council Chamber	Health and Social Care Partnership	An overview of partnership working between the Council and the NHS	Compulsory for new Members	David Small / Sharon Saunders / Alison MacDonald

Tuesday 13 June, 10 am Council Chamber	Meeting of the Cabinet		All Cabinet members	Alison Smith (clerk)
Tuesday 13 June, 2 pm Council Chamber	Meeting of the Education Committee		All Education Committee members	Fiona Currie (clerk)
Wednesday 14 June, 10 am Council Chamber	Meeting of the Policy & Performance Review Committee		All PPRC members	Alison Smith (clerk)
Wednesday 14 June, 2 pm Fletcher Room	Meeting of the North Berwick Common Good Committee		All North Berwick Coastal ward Members	Alison Smith (clerk)
Thursday 15 June, 10 am Saltire Rooms	Meeting of Homelessness Appeals Sub- Committee		Three Members, to be confirmed by the clerk	Fiona Currie (clerk)
Thursday 15 June, 2 pm Council Chamber	Meeting of the Local Review Body (Planning)		Five Members, to be confirmed by the clerk	Fiona Stewart (clerk)

Week 7 (19 – 23 June 2017)

Date	Topic	Description	Attendance	Lead Officers
Monday 19 June (tbc)	Financial and Public Sector Reform	An overview of financial and public sector reform	Optional for all Members	Chief Executive / James Mitchell / Colin Mair (tbc)

Tuesday 20 June, 10 am Council Chamber	Meeting of the Audit & Governance Committee		All Audit & Governance Committee members	Fiona Currie (clerk)
Tuesday 20 June, 2 pm Regent Room Brunton Hall	Meeting of the Musselburgh Common Good Committee		All Musselburgh ward Members	Fiona Stewart (clerk)
Wednesday 21 June, 10 am – 12 noon Garleton Rooms	Emergency Planning and Risk	A tour of the Emergency Planning Centre and session to cover: <ul style="list-style-type: none"> • Emergency planning and business continuity • Nuclear-related issues, and the Council's responsibilities • Risk Strategy • Risk Register 	Compulsory for new Members	Sandy Baptie / Scott Kennedy
Wednesday 21 June, 2 pm Council Chamber	Meeting of the Joint Consultative Committee		All JCC members	Jill Totney (clerk)
Thursday 22 June, 10 am Council Chamber	Meeting of the Licensing Board		All Licensing Board members	Jill Totney (clerk)
Thursday 22 June, 2 pm Council Chamber	Meeting of the Integration Joint Board		All IJB members	Fiona Currie (clerk)

Week 8 (26 – 30 June 2017)

Date	Topic	Description	Attendance	Lead Officers
Tuesday 27 June, 10 am Council chamber	Meeting of East Lothian Council		All Councillors	Lel Gillingwater (clerk)
Tuesday 27 June, 2 pm Council chamber	Meeting of the Planning Committee		All Planning Committee members	Alison Smith (clerk)
Wednesday 28 June, 10 am – 12 noon Council Chamber	Public Protection and the Role of the Chief Social Work Officer	An overview of the Council's duties and responsibilities in relation to public protection, and its role as a Corporate Parent	Compulsory for new Members	Sharon Saunders / Fiona Duncan

Notes:

All councillors are requested to complete the following compulsory e-learning courses (http://intranet.eastlothian.gov.uk/info/20635/learning_and_development/96/e-learning_on_learnpro) within six weeks of being elected:

- Data Protection
- Freedom of Information
- Records Management

A further training session on Recruitment and Selection will be arranged for councillors during the autumn of 2017. This will involve an element of e-learning and a half-day training session. Only councillors who have completed this training will be eligible to participate in the Chief Officer and Head Teacher Appointments Sub-Committee.