

| Standards Committee | | |
|----------------------------|--|---------------|
| Title | Member Induction 2014: Code of Conduct | |
| Contributor | Head of Law | Item. |
| Class | Part 1 (Open) | 26 March 2014 |

1. Purpose

- 1.1 To provide the Standards Committee with an overview of the plans for Member Induction, and specifically in relation to the Member Code of Conduct.

2. Summary

- 2.1 After an election, a programme of induction for members is implemented to ensure that all members are fully aware of the various roles and responsibilities they now have, and also of the legal and constitutional framework guiding their role. An induction programme also provides practical support and training for members in the various statutory and community roles they will undertake.
- 2.2 Every effort is made to ensure the programme of induction is comprehensive and engaging and that members are provided with extensive access to information and training. All sessions are scheduled to ensure maximum attendance.

3. Recommendations

- 3.1 The Committee is asked to:
- note the approach outlined in this report;
 - note the draft induction programme at Appendix A;
 - provide any comments on the plans for the delivery of the member induction programme, specifically in relation to the Code of Conduct

4. Member Induction 2014 -2015

- 4.1 The plans for member induction build upon the programme delivered in 2010, and member and officer feedback on member development over the last 4 years. In September 2013, the Cross Party Member Development Steering Group considered and agreed an approach to the development of the member development induction programme for 2014-2015.
- 4.2 The draft induction programme is outlined at Appendix A. All sessions are planned to take place in the evening, and on evenings that there are no other Council meetings scheduled to take place, to enable maximum member attendance.

4.3 In addition to the range of face to face sessions outlined in Appendix A, an increased focus on ensuring information is available to members electronically has been developed. All members "homepages" will be set up to ensure that they have all the key documents and web links they need to access key information quickly and easily. This will include links to the extensive corporate eLearning package, and national and regional member development packages.

4.4 Members will also have access to a new eLearning package of 11 courses developed specifically for councillors (as outlined at Appendix B). The eLearning package can be accessed from any computer/tablet or smartphone via a secure web link, as well as from the councillor's home page.

4.5 A "Members Handbook" will be produced and given to every councillor at the members welcome evening on the 29th of May, and will subsequently be available electronically. The Handbook will outline all of the key information Councillors will need, inclusive of the Member Code of Conduct. Copies of the 2010 members handbook will be made available at the meeting to give the Committee an idea of the range of information previously included.

4.6 Specifically in relation to standards and conduct, the following will be taking place:

Members welcome evening 29 May 2014

- All members will be given a copy of the Council Constitution and Member Handbook
- The Head of Law will follow the Chief Executive's welcome with a briefing for all members outlining the principles of decision making

Induction Programme

- The Head of Law will deliver a session on the Member Code of Conduct on Thursday 5 June 2014 that all members will be requested to attend. A session on Data Protection, Freedom of Information and Access to Information will also be delivered on the same evening, as well as ICT hardware hand-out and support – to encourage broad attendance at this key training evening
- Personal Development Planning 1-2-1 sessions will be offered to all members in September 2014, to enable all members to reflect on their training so far and identify any further training needs to inform the further development of the induction programme for the rest of the year.
- There is time scheduled in the draft calendar of meetings for at least one member development session every month for the whole of 2014-2015; this will enable any necessary additional/refresher sessions to be scheduled in as and when necessary
- The responsibilities of the members code of conduct are reinforced within a range of other relevant member induction sessions, including, managing casework and social media for councillors, as well as also being reinforced within eLearning packages such as the "your role as a councillor", "equalities and diversity" and "chaining meetings"
- Hardcopies of all member development sessions are sent out in the car run, to all members who did not attend the session, after the event and the

materials from the session are also made available to all members electronically.

ELearning

- The Code of Conduct will be available on all members home pages, as will be direct access to a comprehensive eLearning package. The Head of Law is developing a Code of Conduct eLearning module
- A Member Development SharePoint site is maintained, where all training that is delivered is stored and accessible for members
- The Overview and Scrutiny Manager is responsible for member development throughout the year and liaises with members directly regarding their training needs. Links with neighbouring boroughs and London programmes of development, such as the Centre for Public Scrutiny and the LGA, have been made to widen the range of development opportunities available to members.

5. Encouraging attendance at Code of Conduct training

- 5.1 Some concern has been expressed that attendance at sessions which highlight members' duties under the Code of Conduct needs to be enhanced, as attendance has been patchy in the past. This item has been referred to the Standards Committee with a view to considering how member attendance at Code of Conduct training sessions might be improved. Members will see that the Code of Conduct training will be run on the evening when ICT equipment is to be distributed, and so members are likely to be in the building in any event and so may be more likely to attend..
- 5.2 In previous years, the Head of Law has, in an attempt to ensure that the training reaches the widest possible audience, offered cross party training and has also been happy to attend the individual party group meetings to present the training. Members of the Committee may wish to decide whether they would like this practice to be repeated or whether they wish to take some other action to encourage attendance. For example if a resolution were passed by this committee urging all members to attend and to treat it as essential training (possibly seeking a report back from officers) this could be circulated by officers to all new members shortly after the election, and a report back could be prepared for the first meeting of the newly elected Standards Committee in the next administration
- 5.3 It is noteworthy that the proposed induction programme provides that the Code of Conduct training takes place on 5th June 2014, which is as soon as possible after the new administration takes office. This is particularly important as all members will be bound by the Code from the point at which they take office. It is likely that approximately one third of the new Council will not have been Lewisham councillors previously and so will be unfamiliar with its Code and so will need to be aware of it as soon as possible. However, it is important that this training is not seen as something which is necessary for new members, but also as a refresher for those re-elected in May, so that their familiarity with the ethical framework is up to date, and there can be no doubt about the statutory and local requirements.

- 5.4 As well as present the training, the Head of Law will circulate the presentation material to all members by personal email, and make it known that she is available to answer any questions members may have about it. However, she would welcome any proposals the Committee may have to encourage attendance at the training and/or to make it more effective.

6 Individual Electoral Registration (IER)

At a recent meeting of the Elections Committee, the Committee requested that an all party briefing be presented to the new administration on the impact of Electoral Registration, and though this is not strictly relevant to the work of this committee, the Head of Law will present such training in they new administration and a short resume of the key features of IER appears at Appendix C (circulated separately) at the request of the Chair of the Committee.

6 Financial implications

There are no direct financial implications arising from the implementation of the recommendations in this report.

7. Legal implications

The Localism Act 2011 imposes a duty on the Council to promote the highest ethical standards and the proposals in this report are consistent with it.

8. Equalities implications

- 8.1 The Equality Act 2010 brought together all previous equality legislation in England, Scotland and Wales. The Act included a new public sector equality duty, replacing the separate duties relating to race, disability and gender equality. The duty came into force on 6 April 2011. It covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 8.2 The Council must, in the exercise of its functions, have due regard to the need to:
- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
 - advance equality of opportunity between people who share a protected characteristic and those who do not.
 - foster good relations between people who share a protected characteristic and those who do not.

Background documents

Lewisham Council's Constitution

Appendix A

Draft Member Induction Programme 2014

| Session Topic | Delivery Method | Led by | Date /Time | Venue |
|--|---|---|--|-------------|
| Core / Mandatory Offer: May – July | | | | |
| Members Open evening | <p>Welcome presentation from the Chief Executive and Head of Law.</p> <p>Meet and greet with Senior officers</p> <p>Collection of Constitution and Members Handbook</p> <p>Photos and ID badges done</p> <p>Return and checking of key paperwork</p> <p>View ICT options/Collect ICT hardware</p> | Mayor, Chief Executive, Exec Directors, Head of Law, Governance support | Thursday 29 th May 2014 7pm | Civic Suite |
| <p>Code of Conduct (inc Equalities Act responsibilities)</p> <p>Data Protection, FOI, Access to Information</p> <p>Managing casework (what is casework and how to manage it, organising surgeries (inc personal safety) and support from officers)</p> | <p>3 X 50 minute sessions running concurrently. Each session is a brief presentation &Q&A</p> | <p>Legal, Head of Law</p> <p>IM&T, Georgina Chambers</p> <p>Corporate Complaints, Health and Safety, Salena and Derek</p> | Thursday 5 th June 7pm | Civic Suite |
| Collection and set up of ICT for new members | Set up of new laptops and | IM&T | Thursday 5 th June | Civic Suite |

| | | | | |
|---|---|--|--|-------------|
| | phones and 121 support to log in | | 7pm | |
| Planning | Presentation, Q & A | Head of Planning | Thursday 12 th June 7pm | Civic Suite |
| Licensing | Presentation, Context Case Study Q & A | Licencing Officers | Tuesday 17 th June 7pm | Civic Suite |
| Safeguarding Children and Corporate Parenting | | Ian Smith | Thursday 19 th June 7pm | Civic Suite |
| ICasework (Icasework training and refresher on support available) | Computer based training for Icasework | Complaints and Casework team Salena & Derek | Monday 23 rd June 7pm | Civic Suite |
| Overview and Scrutiny (Health scrutiny training and partner meet and greet to take place 26 th June-2 nd July or as pre-session to first meeting on Thursday 3 rd July) | Presentation Q&A | Scrutiny team | Wednesday 25 th June 7pm | Civic Suite |
| Finance Training for Pensions Investment Committee members | | Selwyn Thompson | Thursday 26 th June 6pm (in advance of 1 st meeting) | Civic Suite |
| Audit Committee and Public Accounts Select Committee finance training | To be 1 joint session, or two sessions running concurrently | David Austin | Monday 7 th July 7pm | Civic Suite |
| London Councils welcome for new councillors | London Councils | All newly elected councillors | Tentatively, Thursday 17 July | City Hall |
| Using Lewisham's ICT Facilities (incl Outlook and SharePoint, webpages for Council meeting info, and apps for public papers) | Small groups & 1:1 | IM&T team | July 7pm TBC | Civic Suite |
| Introduction to Local Assemblies for New Members | | Winston Castello | Wednesday 23 rd July | Civic Suite |
| | | | | |

| Other / Enhanced Offer: September – March | | | | |
|--|--|-----------------------------|-----------|-------------|
| (2 sessions per month scheduled into the calendar for Sept- Dec, 1 session per month scheduled for Jan – Mar) | | | | |
| Personal Development Plans / Learning Needs Questionnaire (to inform further development of the programme) | 1:1 | Salena Mulhere | September | Civic Suite |
| Borough Tour | Accompanied tour around key sites across the borough | Rob Holmans/ Nigel Adams | September | |
| Introduction to Planning for ward members | | | | Civic Suite |
| Introduction to Licensing for ward members | | | | Civic Suite |
| Managing Casework: iCasework - refresher | | | | Civic Suite |
| Introduction to Local Government Finance for all members | | | | Civic Suite |
| Social Media for Councillors | | | | Civic Suite |
| Chairing Skills | | TBC | | Civic Suite |

Member development days in draft calendar from September 2014-March 2015

Tuesday 2 September
 Wednesday 24 September
 Monday 20 October
 Monday 10 November
 Monday 24 November
 Tuesday 6 January
 Monday 16 February (half term)
 Monday 16 March

Appendix B

“Modern Councillor” E-Learning for Councillors currently includes:

- Your Role as a Councillor
- Data Protection
- Equality and Diversity
- Chaining Meetings
- Getting Started with Social Media
- Localism Act
- Public Speaking
- Risk Management
- Technology and Change
- Working with the Media
- Writing for the Web

“Designed to be easy to use, Modern Councillor’s modules are short and engaging, typically lasting 30 minutes. The content is structured in this way to allow councillors to complete training as and when their schedules allow. They can also revisit the material as often as they like”

www.moderncouncillor.com