

## **NEW MEMBER INDUCTION ARRANGEMENTS 2019**

REPORT OF: Terry Stanley, Democratic Services Business Unit Leader

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Report to: Scrutiny Committee for Customer Services & Service Delivery

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### **Purpose of Report**

1. At the Leader's request to inform the Scrutiny Committee of the arrangements that have been made for the new intake of Members following the district council elections scheduled for 2<sup>nd</sup> May 2019.

### **Recommendations**

2. That the Scrutiny Committee for Customer Services & Service Delivery notes the arrangements made for new Member induction training from May 2019.

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### **Background**

1. At a meeting of the Member Development Working Group (MDWG) on 2<sup>nd</sup> November 2017, Members requested that new Member Induction training be reviewed and redesigned to provide an understanding of the Council's service areas and how the business units contribute to the corporate plan.

### **The Induction Training Programme**

2. The induction training programme has been designed to meet this objective and to deal as comprehensively as possible with a range of practical matters. It has been arranged to provide the most rounded possible experience to Members and commences the week after the district council elections.
3. Election agents of all political stakeholders have been asked to note these dates and inform prospective candidates of them. Declared Prospective Independent Candidates, have also been asked to note the dates.
4. The induction training programme is as follows:

### **TUESDAY 7<sup>TH</sup> MAY 2019: WELCOME MEETINGS WITH CHIEF EXECUTIVE**

Each 45 minute meeting will include three new Members, Kathryn Hall - Chief Executive, Peter Stuart - Head of Corporate Resources and S151 Officer and Tom Clark - Head of Regulatory Services, Monitoring Officer and Solicitor to the Council.

New Members will be asked to email [committees@midsussex.gov.uk](mailto:committees@midsussex.gov.uk) with their time preference if they had not been able to confirm their timeslot at the election count.

9.30am	12.10pm	3.15pm
10.25am	1.30pm	
11.15am	2.25pm	

At this event we will take digital photographs so that the new Members may receive their ID pass the following day when attending for induction day 1.

**WEDNESDAY 8<sup>TH</sup> MAY 2019 – INDUCTION DAY 1**

<b>Time</b>	<b>Details</b>	<b>Location</b>
9.45am	Arrival	Committee Room
9.45am	Meet Democratic Services Team & submit the following documents:	Committee Room
	<ul style="list-style-type: none"><li>• Declaration of Interests form</li></ul>	
	<ul style="list-style-type: none"><li>• Personal Details form – confirm correct phone and address for public</li></ul>	
	<ul style="list-style-type: none"><li>• HMRC Starter Checklist</li></ul>	
	<ul style="list-style-type: none"><li>• Appointments 2019/20</li></ul>	
10.00am	Official Photograph	Council Chamber
11.00am	Tour of Campus – Two Groups	Campus
1.00pm	Lunch	Committee Room
2.00pm	Sign of Declaration of Office with Kathryn Hall, Chief Executive.  'Code of Conduct' with Tom Clark, Solicitor to the Council, Head of Regulatory Services & Monitoring Officer.	Council Chamber
3.15pm	General Data Protection Regulation (GDPR) with Sheila Harris, Senior Information Governance Officer	Council Chamber
3.45pm	ICT Assistance – Julie Simpson, ICT Manager	Council Chamber
4.15pm	Introduction to Council/Committee Member App – Alexander Austin, Democratic Services Officer	Council Chamber
4.30pm	End of Induction Day 1	

On the following dates Business Unit Leaders (BULs) will host meetings with the new intake to present their business unit's; purpose, main functions, service plan and then facilitate a discussion with new Members in the round relating how they link to Councillors roles. Heads of Service (HoS) will accompany their BULs so that Members see who relates to who. To this end BUL appointments are grouped in such a way that the HoS remains for two consecutive sessions and broadly so that they are committee themed. Particular emphasis will be given to the regulatory subjects.

These sessions will be videoed for any absentees and for future new Member inductions, e.g. following by-elections.

## **FRIDAY 10<sup>TH</sup> MAY 2019 - INDUCTION DAY 2**

**09.45am** - Arrive and register

<b>10am</b>	<b>Vacant</b> Business Unit Leader - Planning Policy & Economy
	<b>Nick Rogers</b> Business Unit Leader - Development Management (Planning)
	<b>Sally Blomfield</b> Divisional Leader - Planning and Economy
	<b>Judy Holmes</b> Assistant Chief Executive

10.50am – Tea/Coffee

<b>11am</b>	<b>Claire Onslow</b> Business Unit Leader - Parking Services
	<b>Joanne Reid</b> Business Unit Leader – Waste, Landscapes and Leisure
	<b>Robert Anderton</b> Divisional Leader - Commercial Services & Contracts
	<b>Judy Holmes</b> Assistant Chief Executive

11.50am – Tea/Coffee

<b>12md</b>	<b>Emma Shuttleworth</b> Business Unit Leader - Housing Enabling & Housing Needs
	<b>Judy Holmes</b> Assistant Chief Executive

12.50pm – Lunch

<b>2pm</b>	<b>Jacqui Steele</b> Business Unit Leader – Land Charges, Planning & Building Control Support
	<b>Yvonne Leddy</b> Business Unit Leader – Environmental Health & Building Control
	<b>Tom Clark</b> Head of Regulatory Services; Solicitor to the Council, Monitoring Officer, Returning Officer and Electoral Registration Officer

2.50pm – Tea/Coffee

<b>3pm</b>	<b>Vacant</b> Business Unit Leader – Legal Services
	<b>Terry Stanley</b> Business Unit Leader – Democratic Services
	<b>Tom Clark</b> Head of Regulatory Services; Solicitor to the Council, Monitoring Officer, Returning Officer and Electoral Registration Officer

3.50pm – End of Induction Day 2

## **FRIDAY 17<sup>TH</sup> MAY 2019 - INDUCTION DAY 3**

**09.45am** - Arrive and register

<b>10am</b>	<b>Kate Wilson</b> Business Unit Leader – Performance & Partnerships (Community Safety & Anti-Social Behaviour; Sustainability; Wellbeing Service; Community Development; Partnerships; Corporate Performance & Policy)
	<b>Simon Moore</b> Business Unit Leader – Corporate Estates & Facilities
	<b>Peter Stuart</b> Head of Corporate Resources

10.50am – Tea/Coffee

<b>11pm</b>	<b>Cathy Craigan</b> Business Unit Leader – Finance
	<b>Kevin Stewart</b> Business Unit Leader – Revenues & Benefits
	<b>Peter Stuart</b> Head of Corporate Resources

11.50am – Tea/Coffee

<b>12md</b>	<b>Tim Martland</b> Business Unit Leader – HR, Staff Training & Payroll
	<b>Simon Hughes</b> Head of Human Resources, Staff Training & Payroll

12.50pm – Lunch

<b>2pm</b>	<b>Simon Jones</b> Business Unit Leader – ICT
	<b>Mat Jarman</b> Business Unit Leader – Customer Services & Communications
	<b>Simon Hughes</b> Head of Digital & Customer Services

2.50pm – End of Induction Day 3

**Further induction training dates are currently planned, as follows:**

<b>Date</b>	<b>Time</b>	<b>Learning</b>
Thursday 23 <sup>rd</sup> May	10.00 am	Planning for new Members
Tuesday 28 <sup>th</sup> May	6.00 pm	Gypsy and Traveller Incursions Briefing
Tuesday 4 <sup>th</sup> June	6.00 pm	Introduction to Overview & Scrutiny for new Members who wish to serve on Scrutiny Committees
Wednesday 19 <sup>th</sup> June	2.00 pm	Licensing for new Members
Tuesday 9 <sup>th</sup> July	6.30 pm	Working effectively with officers – LGiU
Tuesday 16 <sup>th</sup> July	6.30 pm	Introduction to the Learning Pool (online modular portal)