



Date: 21 February 2018

Classification: For General Release

Title: Induction Programme

Report of: Member Services Manager

Wards Involved: Not Applicable

Policy Context:

Financial Summary: The cost of the induction programme

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1. Executive Summary

1.1 This report follows the report of 21 November 2017 and outlines a small change to the May 2018 Member Induction Programme, proposed dates for diaries and next steps

2. Recommendations

2.1 That the Standards Committee note the report.

3. Changes to dates for induction sessions

3.1 The Committee is asked to note that due to a move of the Cabinet date from 9th to 2nd July it is proposed that the July dates for the induction sessions are as follows: 4th, 5th and 12th.

4. Proposed dates of sessions and content

4.1 Below is a table listing the dates which Members (and candidates) will be advised of before the elections, for their diaries.

Pre-Elections	
Tuesday 27 March	Notice of election published
Monday 9 April	Statement of Persons nominated

Election Period	
Thurs 3 May	ELECTIONS TAKE PLACE
Thurs 3 May/Fri 4 May	Votes counted and RESULTS ANNOUNCED
Post-Election Period – before Full Council	
From Fri 4 May – Tues 13 May	Members sign Declarations of Acceptance of Office
Mon 7 May (Bank Holiday)	New Councillors take up office, provided they have signed their Declarations of Acceptance of Office
Thurs 10 May (eve)	1 st Code of Conduct session (mandatory attendance)
Mon 14 May (eve)	1 st Governance ‘how things work’ session (mandatory attendance)
Wed 16 May	Meeting of Full Council – Election of new Lord Mayor and Leader of the Council and Appointment of Committees
Post-Election Period – after Full Council	
4 th , 7 th , 26 th 21 st , 27 th June	Induction evenings
4 th , 5 th , 12 th July	Induction evenings

- 4.2 At each of the June and July sessions above there will also be an IT drop in session for Members to discuss their IT needs. There is also consideration that these might be provided before Group meetings in May, and possibly before Full Council on 16 May.
- 4.3 As discussed at the Committee in November the June and July sessions will be run from 6-8.15pm, as per Appendix A; with the topics as listed in the appendix as suggested items to be covered.
5. **Next Steps**
- 5.1 EMT will be consulted about the content of the sessions taking into consideration the comments from the last Committee about frontline staff being involved and that the sessions should concentrate on how departments can help Members in their ward work.
- 5.2 After consultation with EMT and both Chief Whips final dates will be announced to all existing Councillors via email. These will also be announced via the WIB, the Whips and notes in Members’ Rooms.
- 5.3 The dates will also be included in the letters to all Nominated Persons once the Statement of Nominated Persons has been issued.