



Member Induction Health Check

1. Before the Election - what, when and why become a councillor

Does your Council...

1. Advertise widely online, in local papers and public buildings the election timetable?
2. Provide online information or a publication on how to stand for election?
3. Run sessions for those interested, on what the role of Councillor entails, including a realistic run-down on expectations, time commitments and finance?
4. Contact all candidates running for election in advance of election day with details of induction programme and help available?

2. Immediately after the election: practicalities

Does your Council...

1. Contact every member individually welcoming them to their new role with some immediate contact details and directions to Town Hall?
2. Issue new Members with an induction pack which provides valuable information on the day to day running of the Council, support services available, contact details etc.?
3. Carry out 'Day One' basics - such as car parking or security passes, email addresses and office support, tour round building to show where toilets, canteen and members rooms are?
4. Collect appropriate personal details to set up allowances and explain expenses system?
5. Takes active steps to ensure those who could be eligible know whether a dependent carers' allowance is payable?
6. Ensures any accessibility or occupational health requirements are adhered to?
7. Take photo and contact details for website / other publications?

3. Immediately after the election: people

Does your Council...

1. Introduce new members to Chief Executive on day one?
2. Introduce new members to Heads of Departments and other key officers?
3. Introduce new members to appropriate political support inside council?
4. Offer new members places on a regional induction programme?

4. First month - introducing the member to the council

Does your Council...

1. Facilitate visits to the ward / division with the new member and a senior officer to discuss key issues?
2. Offer Personal Development Plans (PDPs) for every member?
3. Offer a political mentor to support new councillors?
4. Offer a single point of contact from the senior team to help the member navigate around new processes and structures?

5. First month - introducing the council to the member

Does your Council...

1. Encourage existing and experienced councillors to attend and contribute to induction sessions?
2. Provide a comprehensive introduction to Overview and Scrutiny?
3. Explain and provide accessible literature about the Council's Code of Conduct?
4. Provide training and information about Standards?
5. Take new members on tours of council facilities and offices?

6. Working inside the council

Does your Council...

1. Offer detailed sessions on particular subjects (Finance, Adult Care, Children's Services, Leisure, Environment, Corporate Parenting etc)?
2. Does your council provide you with IT (e.g. PC or laptop and printer, access to broadband) or a financial contribution towards this?
3. Provide helpful and ongoing IT training and expertise?
4. Explain clearly the decision making processes of the council and how to contribute / influence?
5. Provide sessions to help members and officers understand the relationships and responsibilities of each?
6. Personal skills training - chairing, digesting briefing materials, how to find out more information, and access services the council provides?
7. Run refresh sessions on expectations and techniques for working in administration and opposition?

7. Working outside the council

Does your Council...

1. Facilitate stakeholder / councillor meetings from member's electoral area?
2. Provide guidance and advice on community leadership?
3. Provide comprehensive and detailed statistical data about the ward or division to give the best possible sense of place?
4. Encourage new members to attend regional and national conferences and events?

8. 'Death by powerpoint' - What tools were used?

Does your Council...

1. Hold sessions at different times and repeat them to suit availability and choice of members?
2. Provide on-line information and training, such as e-learning tools?
3. Fund external providers to hold training sessions such as IDeA or bring in expert contributors to particular sessions?
4. Use interactive resources such as CD Roms and DVD?
5. Require members to lead and contribute directly to sessions and their own learning?
6. Does your council record training sessions for members to view on line in their own time?

9. On going member development and support

Does your Council...

1. Achieved accreditation through the Regional and IDeA Charters for Member Development?
2. Convene a cross-party member development steering group to oversee induction and support to Members?
3. Support and fund members to attend IDeA Leadership Academy, Leadership Centre's next generation course and other similar programmes?
4. Integrate the induction programme with the wider member development strategy?

10. Review and Evaluation

Does your Council...

1. Review all induction materials and support after the election and initial delivery of programme?
2. Ensure views and feedback from members is incorporated into ongoing induction plan?