

## **Induction 2019: Intake and refreshers**

At the previous meeting, it was suggested by members that officers look at putting together a coach tour as part of the induction or putting together a 'treasure hunt' task for members to complete in their own time.

### Coach tour

The cost of hiring a coach for the day in 2015 was approximately £600. Feedback from the last MDSG was that the coach tour didn't particularly add any value as it was suggested that most people would know the area of Dacorum. At the last MDSG, there was also suggestions of perhaps targeting the coach tour towards communities and commercial premises.

### 'Treasure hunt'

It was suggested at the last meeting that a 'treasure hunt' type task could be developed to encourage new members to explore the borough without the need for a coach tour. Member Support have begun producing a ward fact booklet which will have a page for each ward and will include key information such as the electorate, schools, sheltered housing, key community assets (libraries, community centres etc) and a 'did you know?' fact. Any further suggestions welcome, please see an example attached. It is felt that this incorporates elements of a treasure hunt by providing enough information for members to get to know each ward but allow them to go and visit each ward in their own time.

## Induction programme

### Dates

The date of the induction needs to be decided. The election is Thursday 2<sup>nd</sup> May.

### Packs

Alongside the ward information, an email has been sent to officers to ask if they would be interested in providing a 'FAQ' for their service to give members a short background into what the council provides and to assist them in carrying out their duties.

Other documents that could be provided are: the organisation chart, a briefing note on Portfolio Holder decisions, IT equipment instructions

### IT equipment

Councillor D Collins and Councillor Harden are currently testing a new device that, if successful, could be rolled out to all councillors to replace the iPads. If this is the case, it is hoped that members will have access to the intranet, allowing them the access the phone directory. Member Support also hope to create a 'Members Knowledge Hub' which will include details of training sessions, information from other departments like weekly planning application lists, provide digital copies of instructions and any briefing updates from departments.

### Mandatory training

Some training for new members could be considered mandatory. It is suggested that these courses are run as part of the induction programme to ensure that as many councillors take part as possible. The following courses Member Support feel would benefit from becoming mandatory are: GDPR, IT training, Constitution/Code of conduct, safeguarding.

Training such as Chair training and specific committee training will have to be planned at a later date once appointments have been made at Annual Council.

### Programme for induction

The programme for the day needs to be decided and how the day is planned out. In previous years, directors have provided a presentation on their area and individual services have a stall at the marketplace.

One suggestion is that Mark Gaynor, James Deane and Mark Brookes give general presentations and then we hold a series of 'talks' for more specific services like planning, benefits, housing etc. A schedule could be created and members book onto the specific courses they wish to attend.

For example, this part of the day could be two hours – if each talk is half an hour, members can book onto four different sessions.