

Appendix 1

Draft Member Induction Programme 2023

1. Local elections are due to take place in May 2023. This document sets out proposals for an induction programme to assist in Members' initial orientation to the role, to the council as an organisation generally, to Arun as a place and an introduction to key partners.
2. The purpose of induction is to provide information and support to incoming Members (including those retaining seats), which will engender an understanding of Arun's corporate objectives, the council's structure, its chief Officers, facilities and important policies and procedures. It should also help Members to identify and meet with key partners.
3. Modules would be rolled out during May/Dec 2023, primarily but not exclusively as evening sessions online to ensure maximum attendance.
4. Module three (Arun, the Organisation) would require the involvement of CMT / appropriate Officers to explain key aspects of departmental work.
5. Module four (Arun the Place) would require the involvement of the Corporate Management Team (CMT) in agreeing the agenda for the event.
6. Module five (Key Partners) would require the involvement of partner organisations.
7. In addition to the modules outlined below additional mandatory learning and development sessions would be arranged for Members appointed to specific Committees, e.g. planning, licensing, Audit & Governance, Standards
8. Where possible and agreed by the political party a proposal will be made for new Members to engage a more experienced Member as a mentor for the first 6(?) months of their tenure.
9. A separate Members' learning and development area is in SharePoint and will incorporate an induction page, highlighting events and giving those who are unable to attend events access to documents and videos clips of presentations.
10. A rolling four year programme of events .

Core Induction Framework		
	What	when
Module one Welcome	<ul style="list-style-type: none"> Members provided with official documentation to sign. e.g. allowances, P46, security pass form, IT equipment, declarations of Interest, etc Welcome pack provided to Members covering key information and contacts, 	
Module two The importance of being an elected member	<ul style="list-style-type: none"> Understanding local government Code of conduct Equality and diversity Member allowances Relationship with officers 	2hr evening session May 2023 Date TBC Face to face or Zoom
Module three Arun: the organisation	<ul style="list-style-type: none"> Meet CMT/Group Heads Council priorities Departments, key initiatives and Officers Focus on empowering members, getting to know departments and key Officers, not on overloading with facts and figures 	2hr evening session May 2023 Date TBC Face to face or Zoom
Module four Arun: the place	<p>4A)</p> <ul style="list-style-type: none"> Visits to key sites in the borough (e.g. major developments, regeneration, key departmental services and initiatives – CMT/Group Heads to advise on number and range of visits and learning points) <p>4B)</p> <ul style="list-style-type: none"> Meeting with Councillors for each ward to highlight ward profile, GIS, Mosaic, customer satisfaction information 	<p>June – December 2023 Date TBC</p> <p>June – September 2023</p>
Module five Partners	<p>5A)</p> <ul style="list-style-type: none"> Chief executive to lead – outline Arun’s key 	2hr evening session June 2023

	<p>partnerships, Community Strategy, short presentations from one or two key partners e.g. Police Commander</p> <ul style="list-style-type: none">• Focus on value of partnership working and relationships• Market place – stalls representing key partners• Networking and refreshments <p>5B)</p> <ul style="list-style-type: none">• Member visits to partner organisations	<p>Date TBC Face to Face or Zoom</p> <p>June – December 2023</p>
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