

DOCUMENTATION/FUNCTION - MEMBER INDUCTION ARRANGEMENTS/MEMBER TRAINING & DEVELOPMENT PROGRAMME  
MEMBER APPRAISALS

<b>IMPLEMENTATION</b>				
<b>Target Population</b> <b>Members of the Council</b> <b>Duty</b> <b>To put in place arrangements to ensure that Members are properly trained for their roles and have access to all relevant information to enable them to carry out their roles.</b> <b>Training Requirements</b> <b>Member Induction</b> <b>Lead Officer</b> <b>Officer Training</b> <b>Assistant Director, Law and Governance</b>				
<b>PROCESS</b>	<b>ACTIONS (HOW)</b>	<b>WHEN</b>	<b>OUTPUT</b>	<b>WHO</b>
<b>AWARENESS</b> (keeping it live in people's minds)	All Members to attend Induction Programme. Members Training and Development Programme.  Specific inductions/training for certain roles (eg the new Mayor, Licensing Committee, Planning Committee,)	After election.  Ongoing each year	Members understand their roles and the operations of the Council.  Members enabled to perform more effectively.  Assess needs for training and support.	Assistant Director, Law and Governance
<b>MONITORING</b> (keeping it effective – recording when it happens)	Maintain records of attendance and views on the effectiveness of training.	System in place.	Evidence of attendance in accordance with Council requirements.  Amendment to training provision, if required.	Assistant Director, Law and Governance  All Chief Officers
<b>REVIEW</b> (keeping it up to date)	All Group Leaders assess attendance records at the end of the Municipal Year	Annually.	Overview of effectiveness of programme.	Assistant Director, Law and Governance