

CITY OF WOLVERHAMPTON COUNCIL	Governance and Ethics Committee 14 March 2024
--	---

Report title	Councillor Induction Programme and Handbook 2024
Cabinet member with lead responsibility	Councillor Paula Brookfield Cabinet Member for Governance and Equalities
Accountable director	David Pattison, Chief Operating Officer
Originating service	Governance
Accountable employee	Lukhvinder Sanger Councillor Support Manager Lukhvinder.Sanger@wolverhampton.gov.uk 01902 555242
Report has been considered by	Strategic Executive Board - 27 February 2024 Cabinet Member Briefing - 4 March 2024 Governance Directorate Leadership Team – 15 February 2024 Leader’s Briefing – 4 March 2024

Recommendations for decision:

The Governance and Ethics Committee is recommended to:

1. Approve the City of Wolverhampton Councillor Handbook 2024-2025 as detailed in Appendix 1.
2. Approve the City of Wolverhampton Councillor Induction Programme 2024-2025 as detailed in Appendix 2

1.0 Purpose

- 1.1 To approve the proposed roll out of the new Councillor Induction Programme 2024 to take place after the local elections held on May 2, 2024
- 1.2 To review and approve the Councillor Handbook 2024 to be distributed to all Councillors in readiness for the new municipal year.

2.0 Background

- 2.1 Since 2023 the Councillor Induction Programme has been coordinated by the Councillor Support Team prior to being with the Organisational Development team. Working closely with Councillors and is therefore able to tailor the programme based on direct feedback from users.
- 2.2 At City of Wolverhampton Council, in addition to the induction programme, we also produce a handbook for all Councillors which is refreshed each year to provide current and useful information and guidance about the roles.

3.0 Councillor Handbook and Induction Programme 2024-25

3.1 Councillor Handbook

The Councillor Handbook is refreshed each year in readiness for the new municipal year. The document provides a guide to all councillors about what the role entails and how different systems, policies, and procedures at the council work to assist Councillors to discharge their duties. It is especially useful for new councillors during their first few weeks in office. Each section within the handbook is written by a subject matter expert from the relevant department and they are asked to review and refresh their section on an annual basis.

3.2 Councillor Induction

Councillor Induction Programme has been updated to allow new and existing councillors to take part in a comprehensive training programme after the May 2024 local elections to familiarise them with the Council and prepare them to best undertake their duties as a councillor.

The refreshed induction programme has built on the previous programme from last year, but crucially has used Councillor feedback and data from last year to build a training package that more effectively meets the needs of Councillors. 3.3 The new induction programme has been designed to include key elements that are essential for new Councillors to undertake such as code of conduct and Data Protection, as well as further beneficial sessions that both new and existing Councillors may find useful or interesting these include, City environment, Wolverhampton Homes and Housing and Anti-Social

behaviour. New elements, such as tours of the city, have also been incorporated to add value to the Councillors' experience.

After positive feedback from last year City Tours have been retained as part of the induction in 2024

4.0 Financial implications

4.1 There will be a cost of around £250 for the printing and publishing of 60 Councillor Handbooks and 25 Councillor Induction programmes. This cost will be met from the combined £2,000 budget set aside for Books and Publications in the Councillor expenses budget. [SR/06032024/A]

5.0 Legal implications

5.1 No legal implications. [DP/06032024/B]

6.0 Equalities implications

6.1 There are no equalities implications arising from this report.

7.0 All Other Implications

7.1 There are no other implications arising from this report.

8.0 Schedule of background papers

8.1 None.

9.0 Appendices

9.1 Councillor Handbook 2024

9.2 Councillor Induction 2024