

CITY OF
WOLVERHAMPTON
COUNCIL

Governance and Ethics Committee

16 March 2023

Report title	Councillor Induction Programme and Handbooks (Councillor and Mayoral) 2023-2024	
Cabinet member with lead responsibility	Councillor Paula Brookfield	
Accountable director	David Pattison, Chief Operating Officer	
Originating service	Governance	
Accountable employee(s)	Tim Clark	Civic Support Manager
	Tel	01902 554090
	Email	Tim.Clark@wolverhampton.gov.uk
	Lukhvinder Sanger	Councillor Enquiries Manager
		01902 550220
		Lukhvinder.Sanger@wolverhampton.gov.uk
Report has been considered by	Strategic Executive Board Cabinet Member Briefing	21 February 2023 3 March 2023

Recommendation(s) for action or decision:

The Governance and Ethics Committee is recommended to:

1. Approve the City of Wolverhampton Councillor Induction 2023-2024 as detailed in Appendix 1.
2. Approve the City of Wolverhampton Councillor Handbook 2023-2024 as detailed in Appendix 2
3. Approve the City of Wolverhampton Mayoral Handbook 2023-2024 as detailed in Appendix 3

1.0 Purpose

- 1.1 To approve the proposed roll out of the new Councillor Induction Programme 2023-2024 for new and existing councillors to take place after the local elections held on May 4, 2023
- 1.2 To review and approve the Councillor Handbook 2023-2024 to be distributed to all Councillors in readiness for the new municipal year.
- 1.3 To review and approve the Mayoral Handbook 2023-2024 which will replace the previous handbook immediately after the Council AGM on 17 May 2023

2.0 Background

- 2.1 Previously the Councillor Induction programme was coordinated by the Organisational Development Team, but the decision was made for it to move to the Governance Directorate which works 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 handbooks for both Councillors and the Mayor which are refreshed each year to provide current and useful information and guidance about the roles.

3.0 Councillor Induction Programme

- 3.1 Councillor Induction Programme has been redesigned and updated to allow new and existing councillors to take part in a comprehensive training programme after the May 2023 local elections to familiarise them with the Council and prepare them to best undertake their duties as a councillor.
- 3.2 The refreshed induction programme has built on the previous programme from last year, but crucially has used Councillor feedback and data from the Councillor Enquiries Unit 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.

4.0 Mayoral and Councillor Handbooks

- 4.1 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.

- 4.2 The Mayoral Handbook is a supplementary document to the Councillor Handbook, containing additional information to guide the Mayor during their Mayoral year and it may also be useful for any Councillor wishing to learn more about the important function of the Mayoralty. It is refreshed each year and any changes are sent to the existing Mayor and Deputy Mayor for them to review before coming before Governance and Ethics Committee.

5.0 Financial implications

There will be a cost of around £250 for the printing and publishing of 100 Councillor Handbooks and 100 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. There are no costs associated with the printing and publishing of the Mayoral Handbook as this will only be available in an electronic version. [SR/07032023/A]

6.0 Legal implications

- 6.1 There are no legal implications arising from this report. [DP/08032023/E]

7.0 Equalities implications

- 7.1 There are no equalities implications arising from this report.

8.0 All Other Implications

- 8.1 There are no other implications arising from this report.

9.0 Schedule of background papers

- 9.1 None.

10.0 Appendices

- 10.1 Appendix 1 – Councillor Induction Programme 2023-2024
Appendix 2 – Councillor Handbook 2023-2024
Appendix 3 – Mayoral Handbook 2023-2024