

FAREHAM

BOROUGH COUNCIL

NEW MEMBER WELCOME INDUCTION BOOKLET

Introduction from the Chief Executive

Dear Councillor,

I would like to take this opportunity to personally congratulate you on your election as a Councillor for Fareham Borough Council and I extend a very warm welcome to you.

This induction booklet has been compiled to assist you in your role throughout your term of office. It contains important information for ongoing reference and an electronic version of the document will be updated on the website as required. In addition, there are a number of forms for you to complete and return, as explained in the attached letter.

The booklet includes a number of web links which allow you to access information across the Council's website and direct you to other useful websites.

I hope you will attend the training provided as shown on the enclosed schedule and you will find my officers willing to explain any areas which are unclear.

I look forward to working with you during the forthcoming Council term.

A handwritten signature in black ink that reads "Peter Grimwood". The signature is written in a cursive style and is positioned above the printed name and title.

Peter Grimwood
Chief Executive

Congratulations on your election to Fareham Borough Council.

The Head of Democratic Services, Leigh Usher and her team would like to welcome you and introduce you to the Council.

The following pages give an overview of the Council and a list of key contacts. A scheme of training has been adopted to assist new Members in familiarising themselves with the work of the Council, and is also attached.

Member training and development is considered to be an integral part of the Council's business and it is recognised that the Council can achieve its aims and objectives to assist Members in dealing with the demands placed upon them.

Fareham Borough Council:

- Recognises the need to provide appropriate training and development and learning opportunities to all members
- Will identify resources to provide training and development to maximise the potential of its members
- Recognises that continued investment and commitment to training and development are essential to Fareham Borough Council, if quality services are to be provided, maintained and continually improved;
- Requires all members to actively participate and ensure that training needs are identified through completion of a training needs assessment every two years to enable the appropriate investment of the Authority's resources in the training and development of all members, and
- Recognises its responsibility to provide equal access for all members to training and development in accordance with equal opportunities and existing policies.

I look forward to meeting you at the first induction session on Tuesday 11th May at 4.30pm. If you have any queries, please do not hesitate to telephone as follows:

Leigh Usher
Head of Democratic Services
01329 824553
lusher@fareham.gov.uk

Samantha Wightman
Committee and Information Services Manager
01329 824594
swightman@fareham.gov.uk

NEW MEMBER INDUCTION TRAINING TIMETABLE

Please note that the location of these sessions will be dependent on Government guidelines and meeting legislation at the time and may either be in person at the Civic Offices or virtually. If the session is held virtually, ICT support will be provided, if required, before Module 1 to assist you logging into and using MS Teams.

Elected 6 May 2021

Paperwork received will include Acceptance of Office, bank details car registration and Declarations of Interests form – to be returned on or before 12 May.

Please note the following timeframes:

Your Acceptance of Office form must be signed and returned to the Head of Democratic Services before the Annual Council Meeting. Without this, you cannot attend that meeting.

Your Declaration of Interests form must be returned to the Head of Democratic Services by 28 May 2021.

Module 1 – Welcome, Introduction, Overview of key points and use of virtual platform Tuesday 11 May at 4.30pm

Required attendance – all new Members

- Attend Civic Offices (ICT on floor 1 between 4pm – 4.30pm) to have photo taken for ID badge (this date may alter if the session is being held virtually to enable us to invite individual Councillors are pre-arranged times to have their photos taken at the Civic)
- Opportunity to hand in paperwork given out on Election night
- Return Parking Permit Application and please bring your driving licence and copy of insurance to receive your car parking pass
- Establish how you would like to be addressed on business cards
- Short ICT briefing to establish what IT is required
- Short presentation from the Head of Democratic Services to outline Council Meeting procedures, Declarations of Interest, Petitions and Motions, committees, information security and group rooms in readiness for Annual Council meeting

Module 2 – Introduction to sitting on Planning Committee

Monday 17 May 2021 at 4.30pm

Required attendance – all new Councillors who are appointed to sit on Planning Committee

This session is for new Councillors who have been appointed to sit on Planning Committee and it will cover the procedures for these meetings.

Module 3 – New Member Induction Training Day

Thursday 20 May 2021: 10am – 4.30pm

Required attendance – all new Members

- 10am **Welcome and Introductions**
Building evacuation procedure, or virtual meeting etiquette
Leigh Usher, Head of Democratic Services
- Roles and responsibilities including Code of conduct; registering interests; declarations of interests and the use of Social media**
Presented by Sarah Robinson, Monitoring Officer and Richard Ivory, Solicitor to the Council
- 11am **Overview of the Council’s Constitution including Standing Orders and Financial regulations**
Presented by Leigh Usher, Head of Democratic Services and Elaine Hammell, Head of Finance and Audit.
- 12noon **Corporate Strategy and Objectives**
Presented by Customer Service Manager
- Equality and Inclusion**
http://www.fareham.gov.uk/about_the_council/strategies/equality.aspx
Presented by Leisure and Community Officer
- 12.30pm **Lunch**
- 2pm **Committee structure, scrutiny, motions to Council and petitions**
Presented by Leigh Usher, Head of Democratic Services
- 2.45pm **Freedom of information and Data Protection**
Presented by Leigh Usher, Head of Democratic Services
http://www.fareham.gov.uk/about_the_council/foi/intro.aspx
- 3.30pm **Safeguarding**
Presented by Community Safety Manager
- 3.55pm **Skillgate – an introduction to the Council’s online training portal**
Presented by HR Business Partner

~ Some of these topics will be revisited in detail during your term of office in future training sessions ~

Refreshments will be provided if meeting held in Civic Offices.
Comfort breaks will be incorporated into the day between sessions.

Civic Offices

This session will be an individual appointment with Leigh Usher, Head of Democratic Services to discuss the training programme and any further training requirements you may have, or wish to, suggest.

Module 5 – Induction – What’s Missing!

November/December 2020

How can we help you further? Are there any further requirements you may have? Requests for further training or clarification?

Please don't wait though...if there is anything we can assist with in the meantime, please do contact the Committee team who will be happy to help or signpost you to the right person or department.

Training sessions will be arranged during the year for all councillors regarding specific topics and changes in legislation.

If you have any particular requirements, please discuss these with Samantha Wightman, Committee and Information Services Manager on 01329 824594 or email swightman@fareham.gov.uk

COMMITTEE CALENDAR

Local people want to know that the people they elected to represent are doing so. This can involve speaking out on issues that impact on the ward or the borough, such as planning applications. The Council website www.fareham.gov.uk has information on past committee and individual decisions, agendas, reports and minutes from 2008 and the committee calendar for the current year. <http://moderngov.fareham.gov.uk/ieDocHome.aspx?bcr=1>

The website also shows details of your colleagues, the County Councillors, MPs and MEPs.

A copy of the committee calendar is shown on the following page to enable you to see the dates of the committees to which you are appointed and the Council meeting that all councillors attend.

Here is a link to the relevant web page -

<http://moderngov.fareham.gov.uk/mgCalendarMonthView.aspx?GL=1&bcr=1>

Meetings generally start at 6pm except Planning Committee which begins at 2.30pm and, on occasions, we may convene a meeting during the day. You will be sent an agenda before a meeting for each committee on which you sit which shows the start time, Chairman, Vice Chairman, committee members, minutes of last meeting and officer reports to be discussed. Contact details for the report writer is shown at the end of every report if you require clarification on any point in the report.

If you are unable to attend a meeting to which you are appointed or Council, as well as advising the Chairman, please also confirm to the Committee clerk, or team, prior to the meeting if a deputy is attending in your place.

This will enable us to ensure a quorum of Councillors will be present.

Democratic Services can be contacted:

By phone on 01329 824594;

By email at democraticservices@fareham.gov.uk

In persons on floor 9 of the Civic Offices

You may also be appointed to serve on an Outside Body on behalf of the council. There are a number of organisations which are independent from the council but have an impact on our service areas. In order that the council can maintain effective partnerships with a number of these organisations, representatives of the council, usually elected councillors sit on the various committees and forums that are responsible for them. You will be appointed at the first meeting of Council and details of the organisation and their meetings will be sent to you. These organisations usually meet 2 or 3 times a year.

SCHEDULE OF MEETINGS 2021/22

	May	June	July	August	September	October	November	December	January	February	March	April	
Mon							1 EXECUTIVE						Mon
Tues		1 L & C					2			1 P & D	1		Tues
Wed		2					3			2 PFSH O & S	2		Wed
Thurs		3		1			4 SS	1		3 H	3 P & R		Thurs
Friday		4		2			5			4	4		Friday
Sat	1	5	3			1	6	4		5	5	2	Sat
Sun	2	6	4	1		5	7	5	2	6	6	3	Sun
Mon	3 Bank holiday	7 EXECUTIVE	5 EXECUTIVE	2	6 EXECUTIVE	4	8	6 EXECUTIVE	3 Bank holiday	7 EXECUTIVE	7 EXECUTIVE	4 EXECUTIVE	Mon
Tues	4	8 LRA	6	3	7	5 L & C	9 P & D	7	4	8	8 L & C	5	Tues
Wed	5	9 PFSH O & S	7	4	8	6 PFSH O & S	10	8	5	9	9	6	Wed
Thurs	6	10	8 H	5	9	7	11	9	6	10	10	7 H	Thurs
Friday	7	11	9	6	10	8	12	10	7	11	11	8	Friday
Sat	8	12	10	7	11	9	13	11	8	12	12	9	Sat
Sun	9	13	11	8	12	10	14	12	9	13	13	10	Sun
Mon	10	14	12	9	13	11 EXECUTIVE	15	13	10 EXECUTIVE	14 PFSH JC	14 A & G	11	Mon
Tues	11	15	13 PFSH O & S	10	14	12	16	14	11 L & C	15	15 PFSH O & S	12	Tues
Wed	12	16 PC	14 PC	11 PC	15 PC	13 PC	17 PC	15 PC	16 PC	16 PC	16 PC	13 PC	Wed
Thurs	13 Ann Council	17 Council	15 SS	12	16	14	18	16 Council	13	17	17	14	Thurs
Friday	14	18	16	13	17	15	19	17	14	18	18	15 Bank Holiday	Friday
Sat	15	19	17	14	18	16	20	18	15	19	19	16	Sat
Sun	16	20	18	15	19	17	21	19	16	20	20	17	Sun
Mon	17 EXECUTIVE	21 PFSH JC	19	16	20 P & R	18	22 A & G	20	17	21	21	18 Bank Holiday	Mon
Tues	18	22 H & PP	20 LRA	17	21	19 H & PP	23 LRA	21	18 H & PP	22	22 H & PP	19	Tues
Wed	19 PC	23	21 P & D	18	22	20	24	22	19 PC	23	23	20	Wed
Thurs	20	24	22	19	23	21 Council	25	23	20 P & R	24	24	21 Council	Thurs
Friday	21	25	23	20	24	22	26	24	21	25 Council (5pm)	25	22	Friday
Sat	22	26	24	21	25	23	27	25	22	26	26	23	Sat
Sun	23	27	25	22	26	24	28	26	23	27	27	24	Sun
Mon	24	28 P & R	26 A & G	23	27 A & G	25 PFSH JC	29	27 Closed	24	28	28 PFSH JC	25	Mon
Tues	25 P & D	29	27 PFSH JC	24	28 LRA	26	30	28 Closed	25 LRA	29	29 LRA	26	Tues
Wed	26	30 App	28	25	29	27		29 Closed	26	30	30	27	Wed
Thurs	27	29 Council	26	23	30	28 H		30 closed	27 SS	31	31 SS	28	Thurs
Friday	28		30	27		29		31 Closed	28			29	Friday
Sat	29		31	28		30			29			30	Sat
Sun	30			29		31			30				Sun
Mon	31 Bank holiday			30 Bank holiday					31				Mon
Tues				31									Tues
Weds													Weds
Thurs													Thurs
Friday													Friday

KEY to abbreviations:	A&G = Audit & Governance Committee (x4)	L&C = Leisure & Community Scrutiny Panel (x4)
	LRA = Licensing and Regulatory Affairs Committee (x6)	H&PP = Health & Public Protection Scrutiny Panel (x4)
	PC = Planning Committee (x12)	P&D = Planning & Development Scrutiny Panel (x4)
	P&R = Policy & Resource Scrutiny Panel (x4)	H = Housing Scrutiny Panel (x4)
	Council = Council Meeting (x7)	SS = Streetscene Scrutiny Panel (x4)
	PfSH JC = PFSH Joint Committee (5)	*Special Executive
	PfSH O&S = PFSH Overview and Scrutiny Committee (5)	School holidays / LGA conf (2 nd -4 th July) / Cons conf (TBC) / Liberal Democrat Conf (TBC)

Note: Meetings of the Licensing Panel and of the Appeals Committee will be arranged as and when required.

Appendix D – Draft New Members Induction Booklet 2021

The Committee Team support all Council Committees and panels, as well as Member training, processing claims and distributing Councillors' post.

The Committee team are located on Floor 9 of the Civic Offices and comprises:

Leigh Usher
Head of Democratic Services

Samantha Wightman
Committee and Information Services Manager

Committee and Information Officer

Committee Officer

Committee Officer

Although committees are allocated between the team and each officer will have a responsibility for supporting those Committees and carrying out all associated administrative tasks, please approach any member of the team who will be happy to help you.

Councillor's post trays are also located in Democratic Services on floor 9. You will have been asked how you wish your post to reach you – posted or collected. If there is any change to this, please let one of the Committee Team know who will note this.

The Elections Team are also located on floor 9 and are happy to answer any of your Election enquiries.

MANAGEMENT TEAM

As shown on the chart (attached to this document), the Chief Executive is responsible for the employees and their actions. He is supported by four directors and a number of Head of Service officers reporting to them.

In addition, there are a number of key contacts who deal with particular areas that may be of concern to you or your residents.

APPENDIX 4 KEY CONTACTS

This is an A-Z list of contacts within the Council for your ease of reference (attached to this document).

APPENDIX 5 MEMBERS' ALLOWANCES SCHEME

Anyone elected as a councillor may claim payments for carrying out their duties. Our scheme under which these are made includes a basic allowance payable to all councillors and special responsibility allowances which are paid to some who have additional responsibilities.

The basic allowance is intended to recognise the time commitment all Councillors have to make, including such calls on their time such as attending meetings and dealing with constituency matters. The special responsibility allowances are available to councillors with significant extra duties and responsibilities such as the Executive Leader or the chairmen of committees. There are also various allowances available such as travel and subsistence. A carers' allowance is also available to assist councillors with expenditure necessarily incurred in arranging for the care of their dependants or children.

Allowances are automatically paid monthly into your nominated bank account but claims for travel and subsistence must be made on the appropriate form and submitted to Democratic Services within three months of incurring the expenditure.

If you have any payroll enquiries, please speak to Neil Wood.

A copy of the members' allowances scheme can be found at this link http://www.fareham.gov.uk/about_the_council/governance/memballow.aspx

A paper copy is available on request from the Committee team.