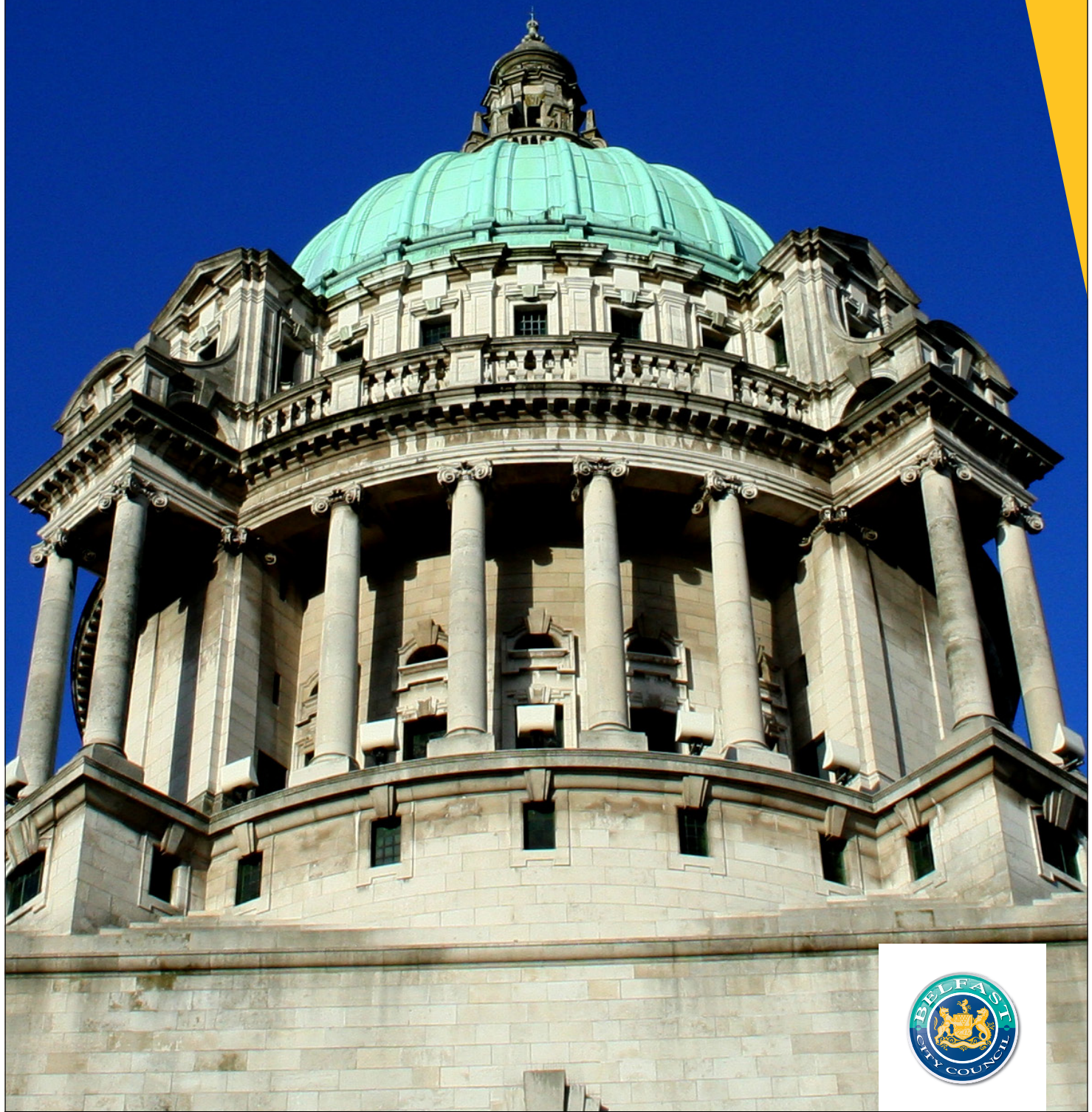




Members' Induction Programme



Foreword

Belfast is building a solid reputation as a transformed and vibrant city. It has emerged after a decade of sustained investment and growth to present itself as a competitive location for doing business with the world and, increasingly, as a great place to live and visit. Dramatic changes to the urban environment have continued and the city is continuing to expand.

Belfast City Council, as civic leader, continues to work with our partners in government, business, communities and elsewhere to realise a vision of Belfast as a true twenty-first century capital city with a vibrant innovation-led economy. However, these are challenging times, the current economic climate continues to impact on individuals and businesses alike and the need to show civic leadership is more important than ever.

As a locally elected representative, you will be responsible for ensuring that the views and aspirations of the people of Belfast are represented in the decision making process, a process which supports the council's vision for the city. Being a councillor can be a very rewarding form of public service which will provide you with the opportunity to make a real difference to the lives of those who live, work and visit Belfast. However, a councillor's role can be challenging and you will need to develop a diverse range of skills and knowledge to effectively drive forward the priorities of the council while representing the citizens of the city.

The council is keen to ensure that its members are provided with the information, support and advice to ensure a smooth transition into the role of a locally elected representative. In order to achieve this aim, this new and robust induction programme has been developed. It is designed specifically to provide the type of information which will help to ensure that councillors can quickly become confident, comfortable and competent with the many roles which they are required to perform.

This induction programme, which forms part of the new and enhanced Member Development Framework, should be a valuable and worthwhile experience for councillors. Furthermore, the induction programme will continue to be reviewed by the Members Development Steering Group in order to ensure that the programme can continue to be improved in the future.



Councillor Máire Hendron
Chairman
Member Development Steering Group



Peter McNaney
Chief Executive
Belfast City Council



Appendix 1

Draft member induction programme

Activity	Purpose	Responsible Officers	Timescale
1. New Councillor Intake Session	<ul style="list-style-type: none"> Obtain all necessary details from Members for payroll, correspondence, etc Provision of relevant documentation Council Photograph for website and printed publications Provide access passes for car parking, Party Rooms, Common Room, etc Tour of the relevant areas of the City Hall 	Democratic Services and Human Resources	11 May at 2pm Reception Hall
2. Briefing Session (x 2) Welcome to Belfast City Council	<ul style="list-style-type: none"> Set out the Council's Vision and Priorities Introduction to Chief Officers Give an overview of the legal status of the Council and Members' responsibilities Outline the procedures/business for the AGM of the Council and Standing Orders 	Chief Executive Assistant Chief Executive Democratic Services Manager (Directors in attendance)	19 May 2011 Reception Hall 10.30am Session 1 12noon Lunch (All Members) 1.30 pm Session 2
3. Group Meetings with Democratic Services	<ul style="list-style-type: none"> Advise of the support services which Members can avail of Explain Members' Allowances and Expenses Schemes Committee Procedures Procedure for Party Group Briefings 	Democratic Services	Before 26 May 2011
4. Specialist Committee Briefing Sessions	<ul style="list-style-type: none"> Outline Departmental priorities Advise of the work of the Committee Identify key issues for the Committee 	Directors and Heads of Service Democratic Services Officers	June 2011
5. Council communications and Elected Members	<ul style="list-style-type: none"> Overview of Corporate Communications Managing media relations Communicating directly with our ratepayers What we can do for you - support services and training 	Head of Corporate Communications	June 2011
6. Chairmen/ Deputy Chairmen Briefing Session	<ul style="list-style-type: none"> Explain the roles/responsibilities of the Chairman/ Deputy Chairman Outline model conduct at meetings Advise how to manage meetings effectively 	Democratic Services and Human Resources	June to September 2011 (By arrangement with individual Members)

continues

Activity	Purpose	Responsible Officers	Timescale
7. IT Awareness Sessions	<ul style="list-style-type: none"> • Scope of training will be determined by Members in liaison with ISB • Familiarisation and use of Modern.gov 	ISB and Democratic Services	June to September 2011 (By arrangement with individual Members)
8. Working Group Briefings	<ul style="list-style-type: none"> • Advise of the work of the Working Group • Identify key issues for the Working Group 	Key Officers Democratic Services Officers	August 2011
9. Local Government Finance Briefing Sessions	<ul style="list-style-type: none"> • Explain financial processes • Outline impact of the current financial environment on the Council • Advise how the Council manages its money, delivers VFM and achieves efficiency savings • Rate setting and Capital Programme • Provision of the relevant information to inform effective decision making by Members 	Director of Finance and Resources	August 2011
10. Performance Management Briefing Session	<ul style="list-style-type: none"> • Explain the role of Members in managing performance • Outline the systems by which the Council manages its performance 	Head of Finance and Performance	August 2011
11. Getting things done in the Council	<ul style="list-style-type: none"> • Outline our services and key officers to contact • Explain how Members can get information from officers quickly and easily • Advise of the importance of effective Member/officer engagement 	Chief Executive and Chief Officers	August 2011
12. Committee Site Visits	<ul style="list-style-type: none"> • Undertake site visits to key Council locations to raise Members' awareness of relevant issues 	Directors and Heads of Service Democratic Services Officers	September 2011
13. Emergency Planning Briefing	<ul style="list-style-type: none"> • Explain the role of the Emergency Management Team and the role of Members during an emergency 	Emergency Coordination Officer	September 2011
14. How do we manage our workforce	<ul style="list-style-type: none"> • An overview of our workforce • The environment and the HR challenges • Managing employee costs • The workforce improvements we are making to deliver the corporate plan • Employee Relations 	Head of HR	September 2011
15. Conflict of Interest Policy for Councillors Briefing Session	<ul style="list-style-type: none"> • Set out the principles for dealing with Conflicts of Interest • Explain how the Register of Interests works • Outline Members roles on Outside Bodies 	Assistant Chief Executive Democratic Services Manager Audit, Governance and Risk Services	September 2011

continues

Activity	Purpose	Responsible Officers	Timescale
16. Media Awareness for Chairmen and Deputy Chairmen	<ul style="list-style-type: none"> • Outline “dos and don’ts” of radio/ tv interviews • Explain how to “get your message across” effectively • Provide tips on body language and promoting a confident image 	Corporate Communications	September to November 2011 (By arrangement with individual Members)
17. Good Relations/ Equality Briefing Session	<ul style="list-style-type: none"> • Provide an overview of the Council's Good Relations agenda • Outline the role and work of the Good Relations Partnership and associated Working Groups • Examine the role Members have in furthering good relations at the community level 	Good Relations Manager	October 2011