



## Audit and Standards Committee Report

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**Report of:** Head of Democratic Services

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**Date:** 29<sup>th</sup> July 2021

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**Subject:** Member Induction Evaluation

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**Author of Report:** Abby Brownsword

**Summary:**

This report sets out the results of the evaluation forms completed by Members following the new Member Induction Sessions held on 13<sup>th</sup> and 14<sup>th</sup> May 2021.

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**Recommendations:** To note the report.

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**Background Papers:**

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**Category of Report:** OPEN

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## Statutory and Council Policy Checklist

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| <b>Financial Implications</b>  |
| NO - Cleared by: Paul Schofield  |
| <b>Legal Implications</b>  |
| NO - Cleared by:   |
| <b>Equality of Opportunity Implications</b>  |
| NO - Cleared by:   |
| <b>Tackling Health Inequalities Implications</b>   |
| NO   |
| <b>Human rights Implications</b>   |
| NO:  |
| <b>Environmental and Sustainability implications</b>   |
| NO   |
| <b>Economic impact</b>   |
| NO   |
| <b>Community safety implications</b>   |
| NO   |
| <b>Human resources implications</b>  |
| NO   |
| <b>Property implications</b>   |
| NO   |
| <b>Area(s) affected</b>  |
| None   |
| <b>Relevant Cabinet Portfolio Member</b>   |
| Councillor Julie Grocutt, Deputy Leader and Executive Member for Community Engagement and Governance |
| <b>Is the item a matter which is reserved for approval by the City Council?</b>                      |
| NO   |
| <b>Press release</b>   |
| NO   |

## **Member Induction Evaluation**

### **1.0 INTRODUCTION**

1.1 This report sets out the results of the evaluation forms completed by Members following the new Member Induction Sessions held on 13<sup>th</sup> and 14<sup>th</sup> May 2021.

### **2.0 BACKGROUND**

2.1 Following the election on 6<sup>th</sup> May 2021, the Council had 14 new Councillors and an induction programme was set up for them. The attached evaluation report looks at how successful the 2 day induction event has been.

### **3.0 MAIN BODY OF THE REPORT**

Including Legal, Financial and all other relevant implications (if any)

3.1 See attached.

3.2 There are no legal, financial or other implications.

### **4.0 RECOMMENDATIONS**

4.1 To note the report

## Member Induction Evaluation Report

19<sup>th</sup> July 2019

### Report of the Principal Committee Secretary

This report is public

#### Purpose of the Report

This report sets out the results of the evaluation forms completed by Members following the new Member Induction Sessions held on 13<sup>th</sup> and 14<sup>th</sup> May 2021.

#### **1** Report Details

- 1.1 All 14 newly elected Members were invited to the sessions and 13 Members attended all or part of the Sessions. Members were advised of the event by letter. 1 apology was received for all sessions.
- 1.2 Due to the Covid-19 pandemic, the sessions were held virtually via Zoom.
- 1.3 Copies of the presentations given at the event will placed on the Members Office 365 area and were emailed to the new Members.
- 1.4 4 Members completed an Evaluation Form.

#### **2** Conclusions

- 2.1 The results of the completed evaluation forms were as follows:

##### Room and Administrative Arrangements

|  | Poor | Satisfactory | Excellent | No Reply |
|--|------|--------------|-----------|----------|
| The Pre-event notification letter/agenda |      | 3 (50%)      | 4 (100%)  |          |
| The meeting room                         |      | 2 (50%)      | 2 (50%)   |          |

No comments were received regarding the room and administrative arrangements

## 2.2 Length and content

|   | Disagree | Neither Agree nor Disagree | Agree           | No Reply |
|---|----------|----------------------------|-----------------|----------|
| The session was relevant to me as a Member                                      |          |                            | <b>4 (100%)</b> |          |
| The presentation materials were useful  |          |                            | <b>4 (100%)</b> |          |
| There was a good degree of engagement from Members                              |          | <b>2 (50%)</b>             | <b>2 (50%)</b>  |          |
| The facilitators were able to hold Members' interest and answer their questions |          |                            | <b>4 (100%)</b> |          |
| The length and pace of the session was about right                              | 1        |                            | <b>3 (75%)</b>  |          |

## 2.3 Quality of the Sessions

|   | Poor | Satisfactory   | Excellent       | No Reply |
|---|------|----------------|-----------------|----------|
| <b>Day 1</b>                              |      |                |                 |          |
| Welcome to the Council                    |      |                | <b>4 (100%)</b> |          |
| Getting Things Right                      |      | 1              | <b>3 (75%)</b>  |          |
| Handling Complaints and Enquiries         |      | 1              | <b>3 (75%)</b>  |          |
| Revenues and Benefits                     |      | <b>2 (50%)</b> | <b>2 (50%)</b>  |          |
| How the Council and Decision Making Works |      | 1              | <b>3 (75%)</b>  |          |
| <b>Day 2</b>                              |      |                |                 |          |
| Amey and Streets Ahead                    |      |                | <b>4 (100%)</b> |          |

|   |  |  |          |  |
|---|--|--|----------|--|
| Sheffield City Council Housing Services |  |  | 4 (100%) |  |
| Supporting Councillors                  |  |  | 4 (100%) |  |
| Support for Councillors                 |  |  | 4 (100%) |  |
| Public Health and Emergencies           |  |  | 4 (100%) |  |
| Waste Collection and Recycling          |  |  | 4 (100%) |  |

The following comments were received:

- All the sessions were relevant and useful.
- Whilst individual sessions were all very useful, I believe the balance of the two days needs looking at. Day 1 was too heavy, Day 2 was much better. However Day 2 the breaks were not balanced.
- Needed a lunch break of 30 mins. If a session run over would still get a break
- First day was a lot to take in. Second day was very informative and presentations were good.

#### 2.4 Usefulness of the Session

##### **What was the most useful element of the session?**

The following responses were received:

- Information provided by Housing Dept and Amey and Streets Ahead, very useful.
- Knowing how some elements of the council run and who and how to get in touch once we have some case work to deal with.
- It gave a clear overview of the scope of the areas the Council has responsibility for and where some of the pressure points are.
- Knowing who to contact going forward – e.g for IT issues, members casework etc.
- Information on declaring interests
- Information on the Council's responsibilities in relation to waste management, highways etc.

## 2.5 What could be improved?

The following responses were received:

- Perhaps a session on Council procedure could be held before the Annual Meeting
- As previously mentioned the two days would benefit from a better balance.
- It is difficult to make changes to Zoom but once it returns to personal meeting I think it would be easier to ask questions and get to know other councillors. Also, if sessions run over the person would be in the room and understand why the next session would be slightly delayed.

## 2.6 How do you feel you could put today's learning into practice and what will be the impact?

The following responses were received:

- It will help with aspects of casework and my understanding of how the Council operates. The impact will hopefully be a satisfactory resolution to any arising issues.
- I'm not sure about this as everything is so new but I'm sure things will fall into place and the items covered will become clearer and their relevance appreciated.
- I will use the presentations as a route map to a more detailed understanding to the workings of the Council and to assist me in finding areas of particular interest and specialisation. Hopefully this will allow me to make a greater contribution to the Council.
- Information received from Revenue & Benefits, Amey, Waste Management etc. will allow me to deal with casework enquiries more effectively and efficiently
- Information received regarding the structure of the Council will allow me to better understand my role and responsibilities

## 2.7 Would you recommend this session to a colleague?

Yes: **4 (100%)**

No: 0

No Reply: 0

**Any Additional Comments:**

The following comments were made:

- The first day was a lot to absorb and perhaps should have been a bit more spaced out with better breaks. Second day was better, good presentations and good insight into how the different departments operate.
- Induction Course Facilitator (Abby) was excellent and kept everything running to schedule.

## 2.8 Conclusion

Overall, the Induction Sessions were positively received, with new Members being able to take practical knowledge to assist them in their role.

Issues raised were:

- Length/timing of sessions and breaks
- A need for a Council session prior to Annual Council

It should be noted that the timing for Day 1 was purposefully contracted to provide additional time for Members to collect their equipment from Moorfoot. In the event, this was not necessary, but officer diaries meant that the sessions could not be changed.

Due to Covid-19 the sessions were held virtually and while this worked under the current circumstance, new Members would probably prefer to meet officers face to face. However, we did get much better attendance than normal, as with other training events that we have held.