

Project Documentation - Initial Project Proposal Document
Project: Preparation for the 2019 Member Induction
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1. Purpose of Document

The purpose of this document is to justify the undertaking of the project based on the estimated cost of delivery and the anticipated benefits to be gained. The proposal outlined in this document will be used as part of the process for prioritising future projects.

2. Project Description

This project relates to preparations for the new intake of members from the District Council elections in May 2019.

The principal outputs will be:-

- Member Induction programme.
- Member Welcome Pack.

A Members' Task and Finish Group, supported by the Legal and Democratic Services Manager will be set up to inform the project.

It will consider [not necessarily an exhaustive list]:

- The induction and training needs of new members;
- The information needs of new members;
- The mentoring and support needs of new members;
- IT requirements and data protection issues;
- Legislative requirements.

3. Reasons

- Once the election has taken place, it is very important that members, especially those who have no previous experience, should quickly be equipped to fulfil their legal obligations, roles and responsibilities effectively.
- The consequences of not doing this could, at worst, lead to the Council's decisions and actions being overturned through judicial review.
- Members have a key role in devising, approving, owning and directing the delivery of the Corporate Plan.

4. Outcomes to be Achieved

- Members are informed about what they may be taking on and are able to fulfil their responsibilities in an informed manner with the right equipment.
- Members are quickly developed, informed and supported to enable them to fulfil their roles effectively.

5. Timescales

Expected key dates are:-

Formation of T&F group – May 2018.

T&F group proposals / recommendations concluded Sep 2018.

ICT equipment and training plan to be fully worked up with officers by Dec 2018, including budget implications in time for 2019/20 budget.

Nomination period: 29 March – 9 April 2019 (not yet confirmed)
 District Council election: 2 May 2019 (anticipated)

The Member Induction programme needs to be devised and printed in time to be sent to candidates in mid April 2019. Its delivery takes place over the period 3rd May to December 2019.

The Member Welcome Pack needs to be handed to newly elected members at the count in May 2019.

Overall the project needs to be completed by December 2019.

6. Project Costs and Resources

	Costs (£)	Source
One-Off	ICT: Supply of equipment, excluding broadband (see note *below) (say £6,000).	
Revenue	Member training (say £10,000) (one-off cost in addition to usual member training budget).	
Savings	None	
Services to be involved in the project delivery	<p>ICT: Advice on IT and data protection. Supply and installation of ICT equipment. Supporting members in using it.</p> <p>Print: Printing materials for recruitment campaign (if any), welcome pack and induction programme.</p> <p>Legal Services (Monitoring Officer): Some advice on legislative and standards issues.</p> <p>All services: Provision of information for welcome pack and induction programme; participation in delivery of induction programme.</p>	

* Note re Supply of ICT equipment for members: This is difficult to estimate because we have no idea how many new members we will have, nor how many will want CDC equipment as opposed to using their own. The estimate is based upon previous spend of £5400 after last election.

7. Benefits Against Investment

Post-election induction and support: This is impossible to quantify.

8. Identify Risks

Post-election induction and support: Risks include:-

- induction training sessions being poorly presented;
- members failing to attend;
- the reduced number of senior managers failing to give the project sufficient priority;
- resource constraints

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