

Member Development Programme

Updated: June 2021

1. Introduction

- 1.1. Our members (including co-opted members) bring a wide range of knowledge and skills to the Broads Authority, complementing the capabilities of our staff. In turn, we are committed to supporting our members' continuing development.
- 1.2. The aim of the Member Development Programme is to enhance our members' understanding of the key issues the Authority faces in managing the Broads, and support members in making informed strategic decisions for the benefit of the Authority, the Broads and all its stakeholders.

2. About the programme

- 2.1. The Member Development Programme is designed to follow your path as a member, from induction to a point where you are contributing fully to the Authority's decision making, and perhaps taking on additional responsibilities such as chairing meetings or making your expertise available to the Authority through representation on an outside body. Even if you come to the Authority with a lot of experience, we encourage you to take opportunities to refresh your knowledge and skills throughout your membership.
- 2.2. As a member, you will have:
 - (i) access to our induction programme and our continuous development programme, as well as information on all training opportunities within the Broads Authority and the UK National Parks family;
 - (ii) support to help you identify your individual development needs and ways we can help you to contribute to our work; and
 - (iii) an opportunity for you to feedback on the effectiveness of the induction and continuous development programmes, share good practice and help to shape future training programmes.

3. Induction programme for new members

- 3.1. The Member Induction Programme is set out in Table 1 below. Our Governance team will provide you with a comprehensive Member Induction Pack when you are appointed to the Authority. As a new member, you should tick off the different elements of the programme as you do them. Please contact the Governance team if anything has been missed within the first six months of your appointment.

- 3.2. You will also be offered the opportunity to attend the National Parks UK new members' induction course.

4. Training programme

- 4.1. The required training for all new members is set out in Table 2, together with training for members appointed to certain committees. Other training opportunities may be offered to all members throughout the year.

5. Member Annual Review

- 5.1. To support continuous development, we invite every member and co-opted member to complete a Member Annual Review, generally around February each year. We will then schedule individual meetings with the Chair or Vice-Chair of the Authority or the Chair of the Navigation Committee, as relevant. The purpose of the review is to evaluate the performance of both the Authority and the individual member, as well as the Member Development Programme, and identify areas for further support or improvement.
- 5.2. The review is also an opportunity for members to raise any strategic issues that need to be brought to the attention of the Chief Executive, and other actions to be taken to enhance the performance, effectiveness and development of the Authority.

6. Programme timetable

- 6.1. The Member Development Programme is reviewed regularly by our Management Team, following the Member Annual Reviews. This allows us to make appropriate adjustments and allocate resources to the programme. The Authority's Chair, in consultation with the Chief Executive, will report to the Broads Authority meeting in May with suggestions for the following year's programme, which starts after the Annual Meeting in July. Two workshop and site visit days are scheduled in the annual committee calendar, and other events and dates are arranged as required.

7. Contact

- 7.1. For more information about the Member Development Programme, please email the Governance team at committees@broads-authority.gov.uk

Induction programme – new members

Process	Details	Delivered by	Date
Induction paperwork	<p>Member to complete and return:</p> <ul style="list-style-type: none"> • Register of member interests form (must be returned within 28 days of appointment) • New starter form/HMRC form/scheme of allowances member form • Contact consent form • Written undertaking form 	Governance team	Select date
Introduction to the Broads Authority	<p>Member role and responsibilities, committee structure and membership, member annual review process</p> <p>Communications strategy and key events in the year, awareness of diverse stakeholder communities</p> <p>Constitution and the National Parks family, organisational structure and role of Directorate, financial arrangements, committees, Broads Plan and strategic 'golden thread'</p>	BA Chair and Chief Executive and/or Directors	Select date
Code of Conduct briefing (recommended before attending first committee meeting)	<p>Introduction to Members' Handbook</p> <p>Commitment to the Authority's core values and Nolan Principles as set out in the Members' Code of Conduct, Protocol on Member and Officer Relations, Standing Orders</p>	Monitoring Officer	Select date
Member photo	Photo taken in-house for the ' Members' pages on our website	Communications team	Select date
Induction site visits	Seeing key challenges for the future and the wide range of our practical and customer facing operations	Management Team	Select date

Process	Details	Delivered by	Date
Registering for use of online payroll	The Governance team will send you your payroll number and registration information for logging onto the online payroll system.	Member	Select date
Member Annual Review	Member to complete annual review form and take part in 1:1 meeting with Chair or Vice-Chair (February/March).	BA Chair or Vice-Chair	Select date
Annual National Park UK member induction course	Takes place over 3 days in one of the National Parks with group work, field trips and discussion sessions. Speakers include National Park staff and members, and representatives of external organisations.	National Parks UK	Select date
ICT support (if required)	BA email accounts will be set up if required. Tablets can also be issued on loan if required. This will include a protocol briefing on the use of BA equipment.	ICT team	Select date
Training programme	See Table 2 below.		

Member training programme

Training	Details	Delivered by	By date
Navigation safety briefing (All BA members)	Port Marine Safety Code and the Broads Safety Management System	Head of Safety Management	Select date
Finance briefing (All BA members)	Provided in advance of submitting the Statement of Accounts to the Audit & Risk Committee and the Broads Authority for adoption	Director of Finance	Select date
Planning briefing (Planning Committee members only)	Planning Code of Conduct training (required before attending first Planning Committee meeting)	Head of Planning or Director of Strategic Services	Select date
General Data Protection Regulation (All BA members)	Introduction to GDPR and data handling	Data Protection Officer	Select date
Members' annual site visit (All BA members and co-opted members)	On site opportunity to see key challenges and our wide range of practical and customer facing operations	Governance team	Select date