

Induction Learning Framework						
Date	Module	Session topic and content	Type of Session	Activity Includes Directorates to confirm content...	Attendance	Suggested Responsibility
Pre-Election – (after nominations close)						
All Candidates to be sent: <ul style="list-style-type: none"> • Constitution web link • Code of Conduct web link • Induction Training Schedule 						
Phase 1 – May to June 2018						
		Signing of Acceptance of Office done at count or open afternoon		Constitutional Responsibilities Copy of relevant forms and Code	Mandatory	
Weds, 9 May 2018 - 2-6 pm	1a	Open Afternoon – Support to Members	Drop-in session	<ul style="list-style-type: none"> • Signing of the register (if not done at count) • Completion of declaration of interests, payroll enrolment, photographs, website information, ID cards, ICT Code of conduct, ... • Meeting the CST (is the democratic team? Councillors Support Team, and may include Committee Team – depending on number of new Cllrs) • Intro to casework, managing members' enquiries and complaints protocol • Distributing ICT kit • Members' Surgery – personal discussion re venues and personal safety and issue the protocol • Provide list of training and ask to sign up which ones they attend 	Mandatory for all NEW members	Members' Support?

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Weds, 9 May 2018 6:30-8:30 pm	1b	<p>Setting the Scene at Tower Hamlets</p> <p>-Meeting the CLT -Monitoring Officer key messages Directorate Highlights- role, achievements, challenges & priorities</p> <p>Directorate / Partners - showcases exhibitions</p> <p>Do we want to consider 5/6 small groups rotated through the CX and Corp Directors for more detailed discussion and interaction, rather than 'death by powerpoint'? Each session 15 minutes, so 90 minutes to do all. ? politically mixed groups?? ??ability mixed?</p>	Presentation / open evenings	<ul style="list-style-type: none"> Elected Members and the Community Leadership role. Core Values, priorities and the story of Tower Hamlets Member behaviour – intro (more detail at ethics session) Decision making and the Council calendar – Local Government/Council Governance arrangements, i.e. Executive/Non-Executive split & respective responsibilities, the elected Mayoral system How the council works (not in detail), its functions and those of other agencies (PCT, Home Office etc) Successes, challenges and the financial outlook Key contact numbers for priority service areas (e.g., Homelessness, Noise Nuisance etc) and coping strategies for urgent cases 	Mandatory for all members	CLT / Directorates
Weds, 9 May 2018 - 8:30 to 9:30 pm		Welcome Reception	Drop-in	<ul style="list-style-type: none"> Informal networking opportunity with Corporate Directors and Divisional Directors. 	Members encouraged	Members' Support to coordinate CLT / Divisional Directors to attend
Tues, 15th May 2018 / 6-8 pm Repeat	2a	<p>ICT Training and pick up</p> <p><i>(assuming there will be an ICT issue – TBC)</i></p>	Interactive	<ul style="list-style-type: none"> Issuing equipment ICT Security and internet policies Use of Council E-mail address and systems Bespoke training depending on ability/knowledge Intro to Members' Portal / VDI Intro to paperless meetings how to get 'help' 	Mandatory for all members	Members' Support ICT Committee Services

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on Thurs, 17th May	2b	Casework <i>(assuming implementation of Members portal – TBC)</i>	Interactive workshop (IT hands-on if possible)	<ul style="list-style-type: none"> • Information Security • Members' Rights to information/"need to know" and responsibilities re confidentiality • Overview of Access to Information, Data Protection Act, Freedom of Information Act • A session to introduce and guide Members through the casework management system for member's enquiries and demonstrate the Members portal. • How to frame questions 	Recommended for all Members	Information Governance Members' Support
Weds, 16th May 2018 7-9 pm	3a	Ethics and Standards	Seminar	<p>This practical and interactive session introduces councillors to the Tower Hamlets code of conduct that guides and protects Councillors in their role it would cover</p> <ul style="list-style-type: none"> • Legal context & ethical framework • Introduction to the Constitution and Code of Conduct/Member conduct, corporate responsibility/risk management/Member Officer Protocol • The role of standards advisory committee and the impact on members • DPI /G&H • Complaints and Investigations • Role of representatives on outside organisations • Procurement (code of conduct issues) • Working effectively with officers 	Mandatory for all members	Legal Services / Committee Services <ul style="list-style-type: none"> • <i>Presented by Asmat Hussain/ Janet Fasan / Matthew Mannion</i>
	3b	The Council Meeting	Mock session	Practical and interactive session going through the decision making process and the effective running of the Council meeting (including learning how microphones work, voting, etc.)	All Members	Committee Services Monitoring Officer

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Weds, 30 May	3a	Media Awareness and Communications	Workshop	<p>This session will inform members about the role of the media in local government and how councillors can deal with the local press and Tower Hamlets' communications and press office. It will also provide guidance on how we communicate with different communities in Tower Hamlets.</p> <p>It would cover</p> <ul style="list-style-type: none"> • Role of media in local government • How to respond to requests from the press • The role of communications and the press office in Tower Hamlets • Our East End and Communicating with Tower Hamlets' communities • How Tower Hamlets' corporate communications can help you in your role • Questions and answers 	Recommended for all Members	Communications // LGA ?
		Effective Scrutiny	Workshop	<p>In addition to the more technical aspects of the function, this session will cover the growing importance and impact scrutiny has and will continue to have beyond the town hall and on communities and services as a whole.</p> <p>It would cover</p> <ul style="list-style-type: none"> • The role of scrutiny, arrangements at LBTH, skills, etc. • What is scrutiny and how it works in Tower Hamlets • -An opportunity for members to raise possible areas for scrutiny for inclusion in 2013/14 work programmes. • How to interpret data 	Mandatory for all O&S Members Recommended for all Members	Overview & Scrutiny Team

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				<ul style="list-style-type: none"> • Effective questioning • Following the corporate thread – strategy-> plan -> KPIs 		
		Development / Strategic Development Committee	Seminar	<ul style="list-style-type: none"> • Planning: Principles and best practice; • Code of Conduct; • probity 	Mandatory for all Members of Planning Committee	Committee Services Matthew Mannion/ Zoe Folley
		Licensing Committee	Seminar	<ul style="list-style-type: none"> • Licensing best practice and Code of Conduct • The licensing act • The gambling act • Licensing hearings 	Mandatory for all members of the Licensing Committee	Committee Services Matthew Mannion/ Simmi Yesmin
		Appeals	Seminar	<ul style="list-style-type: none"> • how appointments work in Tower Hamlets • Legislation and regulations that govern appointments and terminations 	Mandatory for all Members of the Appeals Committee	Resources / Committee Services Matthew Mannion
Tues, 22th May 2018		Chairing Skills	Interactive workshop	<p>This session is for those members who are going to be chairing meetings. It will be run by an <i>external provider with a history of working with councillors</i>. It would cover</p> <ul style="list-style-type: none"> • Why effective chairing is important • In-between meetings – the bigger picture • The key roles of the chair • Creating a presence in the room • Handling conflict • Effective communication 	Mandatory for: -Speaker -all Committee Chairs	To be confirmed (Committee Services?) ***External provider *** Presented by ...tbc
Phase 2 – June to December 2018						

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Date	Module	Session topic and content	Type of Session	Activity Includes Directorates to confirm content...	Attendance	Suggested Responsibility
June		Risk, Control and Governance	Seminar	<p>This session will provide an overview of the mechanisms in place to support and monitor good governance at Tower Hamlets and how councillors could interact with these. It also covers how to mitigate risk and key role audit plays in the council. It would cover:</p> <ul style="list-style-type: none"> • Governance framework • Risk management and Tower Hamlets • Implications • Internal audit • Anti-fraud • Whistleblowing 	Mandatory for all Members	<p>Risk Management / Legal Services</p> <p>Minesh Jani Janet Fasan Asmat Hussain</p>
June		Promoting Equality & Diversity	Seminar	<p>These sessions will inform members about the Council's Equality and Diversity Strategy and our statutory requirements. It will cover the many equality and diversity issues you will face being a councillor, equipping you for some of the most contentious issues.</p> <p>It would cover</p> <ul style="list-style-type: none"> • An understanding of the statutory requirement to carry out • Race Equality Impact Assessments (REIA) • The ability to follow the LBTH Equality Impact • Assessment process • The single equalities scheme • An understanding of the links between EIA impact assessment and other performance based work in the authority • An awareness of the wider diversity agenda in the borough • Arranging alternative languages assistance 	Mandatory for All Members	<p>SSP</p> <p>Sharon Godman</p>

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June		Corporate Parenting and Safeguarding Children	Seminar	<ul style="list-style-type: none"> • Corporate Parenting • Child protection • Children safeguarding issues 	Mandatory for all Members	Lead Member Debbie Jones LGA ?
		An Introduction to Safeguarding Vulnerable Adults		<ul style="list-style-type: none"> • Adults safeguarding issues 		Lead Members Denise Radley
		Public Health	Seminar	<ul style="list-style-type: none"> • Delivering public health in Tower Hamlets 	Recommended?	Somen Banajee
ongoing		On-going Members Seminars		Schedule to be confirmed based upon Council priorities and results of PDP		
ongoing		Officer Buddy Programme	One to one sessions	Every newly elected member can request to have an internal officer buddy from an experienced officer. This will provide a contact for members, over and above the group office support, to assist and signpost with general member queries.	Recommended for all NEW Members	Arrange via Members' Support. CLT to designate SLT Officers to be involved.
ongoing		Personal Development Plans	One to one sessions	We are looking to establish a system whereby every member can request to have an Personal Development Plan. This will allow members to highlight their areas of expertise, indicate where they would like further training and experience, monitor progress and longer term have an evidence base of work undertaken, which can be used to communicate with residents.	Recommended for All Members	Members' Support
ongoing		Your (Members') request	Everything	This programme is designed to help you be a more effective councillor, which in the long term will hopefully save you your valuable time. Other events will be organised over the coming	Recommended for All Members	Members' Support

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				<p>months and years and we will keep you up to date. Although the mass of information can feel overwhelming for new members, and straightforward for those returning, there may be areas which you would want to learn more about or go back to, or some key areas you believe has been omitted. If you think training or briefing on a certain area of council work, or just some clarification with the relevant officer would help, please don't hesitate to get in touch. It's your council, and your opportunity to get the most out of it.</p> <p>If you wish to request further training, please get in contact with Beverley McKenzie, Head Members Support.</p>		
Phase 3 – On-going skills development						
		Modern.gov	Workshop	Using the app		Committee
		Speed Reading	Workshop			External
		Social Media	Workshop	How to Do's and Don't's		Public Eye?
		ICT	eLearning	Word? Outlook?		
		Unconscious Bias	Seminar???			