Proposed Member Induction Framework

Date	Module	Session topic and content	Type of session	Session to include: INDICATIVE ONLY – Directorates to confirm content…	Attendance	Suggested Responsibility
		Signing of Acceptance of Office done at count or open afternoon		Constitutional Responsibilities Code of Conduct – forwarded to all candidates ***need welcome letter, key dates and contacts	Mandatory	Governance Directorate
Weds, 9 May 2018 - 2-6 pm	1a	**Open Afternoon – Support to Members**	Drop-in session	• Signing of the register (if not done at count) • Meeting the CST (Councillor Support Team and Committee Team. Team members to assist Member in online completion of enrolments) • Member to access PC in Mulberry place and complete necessary documentation, including declaration of interests, payroll enrolment, photographs, website information, ID cards, ICT Code of conduct, parking permit applications, ico registration… • Demonstration of Members' hub. • Brief introduction to casework and Members' portal, managing members' enquiries and complaints protocol • Members' Surgery – personal discussion re venues and personal safety and review the protocol • Tour of Town Hall (as applicable) • Distributing ICT kit – Ipads to be loaded with Members hub, ICW shortcut, key documents (possible – tbc) • Provide list of training and agree which ones they attend, i.e. choose date option for required sessions	Mandatory (all NEW members)	Governance Directorate
Weds, 9 May 2018 6:30 pm	1b	**Setting the Scene at Tower Hamlets** -Meeting the CLT -Monitoring Officer key messages -Directorate Highlights- role, achievements, challenges & priorities	Presentation / open evening	• 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)	Mandatory	CLT / Directorates

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		Directorate / Partners - showcases exhibitions or small group discussion???		• 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		
Weds, 9 May 2018 - 8:30 pm	1c	Welcome Reception	reception	• Informal networking opportunity with Corporate Directors and Divisional Directors.	Members encouraged	Governance Directorate (Member Support)

Thurs 10 May 2018- 6:30pm- 9:00pm	2	Governance	Interactive -small group sessions (repeated, so Members can rotate through all 3)	• How democracy works:
				  o Decision Making process in LBTH
				  o Mayoral Model – how it works
				  o Intro to the Constitution
					Mandatory (for new Members)	Corporate Governance Directorate (Committee Services)

Tues, 15th May 2018 / 6:30 pm Repeat Thurs, 17th May	3a	ICT Training and pick up (assuming there will be an ICT issue – TBC)	Interactive	• 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 new Members) Presented over two evenings	Governance Directorate (Member Support & Committee Services) Resources Directorate (ICT)
	3b	Casework (assuming implementation of Members portal – TBC)	Interactive workshop (IT hands-on if possible)	• Information Security • Members' Rights to information/"need to know" and responsibilities re confidentiality • Overview of Access to Information, GDPR/DPA, 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	Governance Directorate (Information Governance and Members' Support)
Weds, 16th May	4a	Ethics and Probity	Seminar	This practical and interactive session introduces Members to the Tower Hamlets code of conduct that guides and	Mandatory (for all Members)	Governance Directorate

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2018 6:30-9 pm		(Code of Conduct)		protects Members in their role It would cover • 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		(Legal Services / Committee Services)
Weds, 16th May 2018 6:30-9 pm	4b	The Council Meeting	Mock session	Practical and interactive session going through the decision making process and the effective running of the Council meeting	All Members	Governance Directorate (Legal Services / Committee Services)
Tues, 22nd May 2018 6:30	5	Corporate Parenting and Safeguarding Children	Seminar	• Corporate Parenting • Child protection • Children safeguarding issues	Mandatory (for all Members)	Children's Services Directorate
Thurs 24th May 2018 6:30	6	Licensing Committee	Seminar	• Licensing best practice and Code of Conduct • The licensing act • The gambling act • Licensing hearings	Mandatory (for all members and deputy members of the Licensing Committee)	Governance Directorate (Legal Services / Committee Services)
Tues 29th May 2018	7	Chairing Skills	Interactive workshop	• This session is for those members who are going to be chairing meetings. It will be run by an external provider with a history of working with Members. It will cover: • Why effective chairing is important • In-between meetings – the bigger picture • The key roles of the chair	Mandatory (for: -Speaker -all Committee Chairs)	Governance Directorate

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				• Creating a presence in the room • Handling conflict • Effective communication		
Weds, 30th May 2018 6:30-8:30pm	8	Media and Communications	Workshop	This session will inform members about the role of the media in local government and how Members 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. It would cover • 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 EastEnd and Communicating with Tower Hamlets' communities • How Tower Hamlets' corporate communications can help you in your role • How to use Social Media • Questions and answers	Recommended for all Members	Governance Directorate External - tbc
Thurs 31st May 2018 6:30 pm	9	Development / Strategic Development Committee	Seminar	• Planning: Principles and best practice; • Code of Conduct; • probity	Mandatory (for all Members and Deputy Members of Planning Committee)	Governance Directorate (Legal Services / Committee Services)
Tues 19th Jun 2018 tbc		New Councillor's Welcome Reception		• give members an opportunity to network with other newly elected councillors • learn about the pan-London local government scene; • speakers from London Councils, the London Assembly and the City of London Corporation. • The Mayor of London will also be invited.	Opportunity for new Councillors	(External)
Tues 26th June 2018 6:30	10	Public Health	Seminar	• Delivering public health in Tower Hamlets	Recommended for all Members	HAC Directorate (Public Health)
Weds 4th July	11	Effective Scrutiny	Workshop	In addition to the more technical aspects of the function, this session will cover the growing importance and impact	Mandatory (for all O&S	Governance Directorate

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2018 6:30				scrutiny has and will continue to have beyond the town hall and on communities and services as a whole. It would cover: • 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 2018/19 work programmes. • How to interpret data • Effective questioning • Following the corporate thread – strategy-> plan -> KPIs	Members Recommended for all Members ** to include all co-opted Members)	(SPP, Committee Services)
Mon 16th Jul 2018 6:30 pm	12	An Introduction to Safeguarding Vulnerable Adults		• Adults safeguarding issues	Mandatory (for all Members)	HAC Directorate
Thurs 19th July 2018 6:30 pm	13	Risk, Control & Fraud and Audit Committee	Seminar	This session will provide an overview of the mechanisms in place to support and monitor good governance at Tower Hamlets and how Members could interact with these. It also covers how to mitigate risk and key role audit plays in the council. It would cover: • Governance framework • Risk management and Tower Hamlets • Implications • Internal audit • Anti-fraud • Whistleblowing	Mandatory (for all Members)	Resources Directorate (Audit) Governance Directorate (Legal Services)
TBA	14	Personal Development Plans	One to one sessions	Establish a system for every member to have a 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	Governance Directorate (Members' Support)

Other Training							
		Modern.gov	**Workshop**	**Using the app**			Governance Directorate (Committee Team)
		Speed Reading	**Seminar**				External
		Social Media	**Workshop**	**How to** **Do's and Don't's**			Governance Directorate
		ICT	**eLearning**	**Word?** **Outlook?**			Governance Directorate
		Unconscious Bias	**Seminar???**				Governance Directorate (Legal Team)
		Housing Options	**briefing**	**Lettings, homelessness, THH/RPs**			Place Directorate
		Benefits	**briefing**	**Universal credit, housing benefit, council tax reduction, free school meals, school clothing grant, TH Educational Maintenance allowance, discretionary housing** **Changes in circumstances** **Appeals**			Resources Directorate
		Local Government Finance	**Seminar**				Resources Directorate