Directorate	Day	Date	Time	Module	Topic	mode	Session to include:	Attendance
Governance	week of	08-Apr-18		0	Pre-advice to Candidate	Written notification	Letter to all Candidates advising re: · Code of Conduct and signing Appointment of Office · Induction Timetable ·	All Candidates
Governance	Friday	05-May-18		0	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	Wednesday	09-May-18	3-7 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, DBS … · Demonstrations of Members' hub (online handbook) · 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) · Select/Distribute ICT kit - loaded with Members hub, ICW shortcut, key documents (distribute – 9 or 15/17 May??) · Provide list of training and agree which ones they attend, i.e. choose date option for required sessions	Mandatory (new Members)
CE / All	Wednesday	09-May-18	7-7:30	1b	Setting the Scene at Tower Hamlets -Meeting the CLT -Monitoring Officer key messages	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

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ALL	Wednesday	09-May-18	7:30-8:30	1c	Directorate Briefings - role, achievements, challenges & priorities -	Small groups of members to circulate through directorate led presentation/ conversation	· 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
ALL	Wednesday	09-May-18	8:30-9	1d	Welcome Reception	reception	· Informal networking opportunity with Corporate Directors and Divisional Directors.	Members encouraged
Governance	Thursday	10-May-18	6:30-9	2	Governance	Interactive session	· How democracy works: o Decision Making process in LBTH o Mayoral Model – how it works o Intro to the Constitution	Mandatory (for new Members)
Governance Resources	Tuesday or Thursday	15-May-18 17-May-18	6:30-8:30	3a	ICT Training and pick up	Interactive	· Issuing equipment, signing user acceptance · 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 Resources	Tuesday or Thursday	15-May-18 17-May-18	6:30-8:30	3b	Casework	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. · Fact Sheets for Common issues – see Members' Hub · Hands-on input of enquiries to Members' Portal · How to frame questions	Recommended for all Members

Directorate	Day	Date	Time	Module	Topic	mode	Session to include:	Attendance
Governance Resources	Wednesday	16-May-18	6:30-8	4a	Ethics and Probity (Code of Conduct)	Seminar	This practical and interactive session introduces Members to the Tower Hamlets code of conduct that guides and 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	Mandatory (for all Members)
Governance Resources	Wednesday	16-May-18	8-8:30	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
Children's	Tuesday	22-May-18		5a	Corporate Parenting and Safeguarding Children	Seminar	· Corporate Parenting · Child protection · Children safeguarding issues	Mandatory (for all Members)
Governance	Wednesday	23-May-18	7pm	5b	Council AGM			
Governance	Thursday	24-May-18	6:30-8:30	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	Tuesday	29-May-18	6:30-8:30	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 · Creating a presence in the room · Handling conflict · Effective communication	Mandatory (for: -Speaker -all Committee Chairs -Cabinet Members -O&S Members that may become chairs of sub-committees
Governance	Wednesday	30-May-18	6:30-8:30	8	Effective Scrutiny	Workshop	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. It would cover:	Mandatory (for all Members ** include co-opted Members

Directorate	Day	Date	Time	Module	Topic	mode	Session to include:	Attendance
							· 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	
Governance	Thursday	31-May-18	6:30-8:30	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)
External	Tuesday	19-Jun-18	6:30-8:30		London New Councillor's Welcome Reception	Reception	· Presented by London Councils and held at London Guildhall · 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

Directorate	Day	Date	Time	Module	Topic	mode	Session to include:	Attendance
HAC	Tuesday	26-Jun-18	6:30-7:30	10a	An Introduction to Safeguarding Vulnerable Adults		· Adults safeguarding issues	Mandatory (for all Members)
HAC	Tuesday	26-Jun-18	6:30-7:30	10b	Public Health	Seminar	· Delivering public health in Tower Hamlets	Recommended for all Members
Resources Governanance	Wednesday	04-Jul-18	6:30-8:30	11	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 · Training to be practical and include 'what to look for'	Mandatory (for all Members)
Governance	Thursday	19-Jun-18	6:30-8:30	12	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		TBC		13	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

Other Training

Subject	method
eLearning – various topics	eLearning
Benefits	briefing
Budget Process	Training
Emergency Planning and Business Continuity	Briefing
Housing Options	briefing
ICT	eLearning or 1:1 support?
Improvement Agenda	Seminar
Local Government Finance	Seminar
MindTools	Online webpage
Modern.gov	Workshop
Noise Complaints	Seminar
Planning Enforcement	Seminar
Prevent	Seminar
Public Speaking	Training
Questioning Skills	Training
Social Media	Workshop
Social Care	Briefing
Time Management / Caseload Management	Training Session
Unconscious Bias	Seminar??? eLearning
Visits	