

Induction Learning Framework						
Date	Module	Session topic and content	Type of Session	Activity Includes Directorates to confirm content...	Attendance	Suggested Responsibility
Phase 1 – May to June 2014						
		Signing of Acceptance of Office done at count or with HoPS in w/b 26.5.14		Constitutional Responsibilities	Mandatory	
Weds, 28 May 2014 - 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 • Intro to casework, managing members' enquiries and complaints protocol • Ordering IT kit? • Members' Surgery – personal discussion re venues and personal safety 	Mandatory for all NEW members	Members' Support
Weds, 28 May 2014 6:30- 8:30 pm	1b	Setting the Scene at Tower Hamlets -Meeting the CMT -Monitoring Officer key messages Directorate Highlights- role, achievements, challenges & priorities Directorate showcases exhibitions	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 • Powers and vires • Key contact numbers for priority service areas (e.g. Streetline, Homelessness, Noise Nuisance etc) and coping strategies for urgent cases 	Mandatory for all members	CMT / Directorates

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Weds, 28 May 2014 - 8:00 to 9:00 pm		Welcome Reception	Drop-in	<ul style="list-style-type: none"> Informal networking opportunity with Corporate Directors and Service Heads. 	Members encouraged	Members' Support to coordinate CMT / Directorate Service Heads to attend
Tues, 3 rd June <i>or</i> Thurs 5 th June 6-8 pm	2a	ICT Training and pick up <i>(assuming there will be an ICT issue – TBC)</i>	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 VDI Intro to paperless meetings how to get 'help' 	Mandatory for all members	Members' Support ICT Democratic Services
	2b	Casework <i>(assuming implementation of Members portal – TBC)</i>	Interactive worship (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. 	Recommended for all Members	Members' Support Information Governance
Weds, 4 th June 2014 6 to 6:45 pm	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 East End Life and Communicating with Tower Hamlets' communities 	Recommended for all Members	Communications

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				<ul style="list-style-type: none"> How Tower Hamlets' corporate communications can help you in your role Questions and answers 		
Weds, 4 th June 2014 7-9 pm	3b	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</p> <p>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 Personal and Prejudicial Interests Complaints and Investigations Role of representatives on outside organisations Procurement (code of conduct issues) Working effectively with officers 	Mandatory for all members	<p>Legal Services / Democratic Services</p> <ul style="list-style-type: none"> Presented by Mark Norman and John S Williams
Weds, 18 th June 2014		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. 	Mandatory for all O&S Members Recommended for all Members	Overview & Scrutiny Team Louise Russell
Tues, 17 th		Development / Strategic Development	Seminar	<ul style="list-style-type: none"> Planning: Principles and best practice; Code of Conduct; 	Mandatory for all Members of Planning	Committee Services

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June and Thurs, 19 th June 2014		Committee		<ul style="list-style-type: none"> • probity 	Committee	Matthew Mannion/ Zoe Folley
Tues, 15 th July 2014		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
Mon., 16 th June 2014 / 24 th Sept. 2014		Appeals & Appointments	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 and Appointments Sub-Committee	Resources / Committee Services Matthew Mannion
Tues, 29 th July 2014		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></p> <p>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 all Committee Chairs	To be confirmed (Committee Services?) <i>***External provider ***</i> Presented by Elder Training

Phase 2 – June to December 2014						
Tues, 7th Oct. 2014		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.</p> <p>It would cover:</p> <ul style="list-style-type: none"> • Governance framework • Risk management and Tower Hamlets • Techniques • Implications • Internal audit • Anti-fraud • Whistleblowing • Role of the Audit Commission 	Mandatory for all Members	<p>Risk Management / Legal Services</p> <p>Minesh Jani David Galpin Meic Sullivan-Gould</p>
To be confirmed		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>One Tower Hamlets</p> <p>Louise Russell / Fran Jones</p>
Thurs, 2 nd Oct. 2014		Safeguarding children and vulnerable adults	Seminar	<ul style="list-style-type: none"> • Corporate Parenting • Child protection • Children and adults safeguarding issues 	Mandatory for all Members	<p>ESCW</p> <p>Robert McCulloch-</p>

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Schedule d for 23 rd Sept. - cancelled		Public Health	Seminar		Recommended	Anna Wilson
ongoing		On-going Members Seminars		Schedule to be confirmed based upon Council priorities and results of learning needs analysis.		
ongoing		Officer Buddy Programme	One to one sessions	Every newly elected member can request to have an internal officer buddy from an experienced officer within democratic services. 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	Members' Support
ongoing		Individual Development Plans	One to one sessions	We are looking to establish a system whereby every member can request to have an Individual 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 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. If you wish to request further training, please get	Recommended for All Members	Members' Support

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				in contact with Beverley McKenzie, Members' Support Manager.		
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