

Members Induction Seminars

A series of Members Seminars have been arranged to support new and returning Councillors in their Council duties. The details of these are as follows:

Date / time	Session to include:
Weds, 09 May 2:00 – 6:00 pm Mulberry Place – Committee Office	Open Afternoon – (Mandatory for All) <ul style="list-style-type: none"> • 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
Weds, May 09, 6:30 pm Council Chamber	Setting the Scene at Tower Hamlets- (Mandatory for All) <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)
Thurs, 10 th May, 6:30pm MP702	Governance <ul style="list-style-type: none"> • How democracy works:
Tues, 15 th May 5:00pm-6:30pm (repeated- Thurs, 17 th May) (Room-TBD)	ICT –issuing equipment and signing of user acceptance. DROP IN
Tues, 15 th May-6:30 pm - MP702	Information Governance & ICT - (Mandatory for All) <ul style="list-style-type: none"> • ICT Security and internet policies
Thurs, 17 th May, 6:30pm MP704	ICT Security and internet policies <ul style="list-style-type: none"> • 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’ • 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

Appendix 2

	<p>Members portal.</p> <ul style="list-style-type: none"> • Fact Sheets for Common issues – see Members’ Hub • Hands-on input of enquiries to Members’ Portal • How to frame questions
<p>Weds, 16th May-6:30pm (Council Chamber)</p>	<p>Ethics & Probity (Mandatory for All) 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</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) <p>Working effectively with officers The Council Meeting Practical and interactive session going through the decision making process and the effective running of the Council meeting</p>
<p>Tues, 22nd May 6:30 pm MP701</p>	<p>Corporate Parenting and Safeguarding of Children (Mandatory for All)</p> <ul style="list-style-type: none"> • Corporate Parenting • Child protection • Children safeguarding issues
<p>Weds, 23 May – 7:00pm</p>	<p>Council AGM</p>
<p>Thurs 24th May 6:30</p>	<p>Licensing Committee (Mandatory for Licensing Committee Members), other members are encouraged to attend)</p> <ul style="list-style-type: none"> • Licensing best practice and Code of Conduct • The licensing act • The gambling act • Licensing hearings
<p>Tues 29th May, 6:30pm MP702</p>	<ul style="list-style-type: none"> • Chairing Skills (Mandatory for Committee Members) 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 <p>Effective communication</p>
<p>Weds, 30th May-6:30pm MP 702</p>	<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. 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 2018/19 work programmes. • How to interpret data • Effective questioning

Appendix 2

	<ul style="list-style-type: none"> • Following the corporate thread – strategy-> plan -> KPIs
Thurs, 31 st May, 6:30PM MP 702	<p>Development / Strategic Development Committee- (Mandatory for Committee Members)</p> <ul style="list-style-type: none"> • Planning: Principles and best practice • Code of Conduct • probity
Mond, 11 th June, 5:00pm MP701	ICT - Making Your Equipment Work for You – (Recommended for All members)
Weds, 13 th June, 6:30pm-MP702	Place - dealing with Noise, Planning and Parking Issues (Recommended for All members)
Tues, 19 th June-6:30pm London Guildhall	London New Councillor’s Welcome Reception (Recommended for All members)
Tues, 26 th June-6:30pm MP701	<p>An Introduction to Safeguarding Vulnerable Adults (Mandatory for All)</p> <ul style="list-style-type: none"> • Adults safeguarding issues
Tues, 26 th June-7:30pm MP701	<p>Public Health- (Mandatory for new Members)</p> <ul style="list-style-type: none"> • Delivering public health in Tower Hamlets
Weds, 04 JUL, 6:30pm MP704	<p>Risk, Control & Fraud and Audits (Mandatory for All)</p> <p>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.</p>
Mond, 09JUL, 6:30pm MP701	Promoting Equalities & Diversity- (Mandatory for All)
Mond, 16JUL, 6:30pm MP701	<p>Media and Communications & Social media- (Recommended for All members)</p> <p>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.</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 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
Thurs, 19 th Jul-7:00 MP702	Understanding Council Finances - (Recommended for All members)
TBD	Personal Development Plans