Directorate	Service	Topic	Category	Method	Session to include:	Attendance (new/returning Members)	Offer to co-optees ?
C/E	Communications	Media and Communications & Social Media Comms overview	Functional	Seminar	What Comms do, Comms strategy, how to plug into it, website, social media etc also include social media policy, dos and don'ts etc.	Mandatory (for all Members)	?
Resources/Govern ance	Democratic Services	So you've become a Councillor…	Functional	Seminar	An introductory seminar led by two experienced Councillors looking at the reality of being a Councillor, what to expect, the pitfalls to watch out for etc.	For new Members (not mandatory)	N
C/E	Strategy	Promoting equalities & Diversity	Service	Seminar		Mandatory (for all Members)	Y
C/E	Strategy	Effective Scrutiny	Functional	seminar	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: · 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 2022/23 work programmes. · How to interpret data · Effective questioning · Following the corporate thread – strategy-> plan -> KPIs	Mandatory (for all Members)	Y
Children's	Children's	Corporate Parenting and Safeguarding Children	Service	Seminar	· Corporate Parenting · Child protection · Children safeguarding issues	Mandatory (for all Members)	P
HAC	Adult Social Care	An Introduction to Safeguarding Vulnerable Adults	Service	Seminar	· Adults safeguarding issues	Mandatory (for all Members)	P
HAC	Civil Protection Unit	PREVENT and Civil Contingencies	Service	Seminar		Mandatory (for all Members)	N
HAC	Public Health	Public Health	Service	Seminar	· Delivering public health in Tower Hamlets	All Members	P
Place	Public Realm	dealing wih Noise, Planning and Parking Issues waste	Service	Seminar		All Members	P

Directorate	Service	Topic	Category	Method	Session to include:	Attendance (new/returning Members)	Offer to co-optees?
Place	Housing	Housing	Service	Seminar	· Key contact numbers for priority service areas (e.g., Homelessness, Noise Nuisance etc) and coping strategies for urgent cases	All Members	P
Resources/ Governance	Customer Services	Customer Services	Service	Seminar		All Members	N
Resources/ Governance	Democratic Services	Chairing Skills	Functional	Seminar	· 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	P
Resources/ Governance	Democratic Services Legal	Licensing Committee	Statutory	Seminar	· Licensing best practice and Code of Conduct · The licensing act · The gambling act · Licensing hearings	Mandatory (for all members of the Licensing Committee)	N
Resources/ Governance	Democratic Services	The Council Meeting	Functional	Seminar	Practical and interactive session going through the decision making process and the effective running of the Council meeting.	All Members	N
Resources/ Governance	Democratic Services Legal	How democracy works	Service	Seminar	· How democracy works: o Decision Making process in LBTH o Mayoral Model – how it works o Intro to the Constitution How policy is developed and how actions are taken (e.g. manifesto to policy to strategy to contract/procurement (how do you procure something like extra police) to action - time, challenges, who does what etc) Meet the Mayor - end the session with an opportuntiy for new Members to sit down with the Mayor and discuss how the role works and how they will interact with the Mayor (particularly encouraged for new Members of opposition groups).	Mandatory (for new Members)	N
Resources/ Governance	Democratic Services Legal	Development / Strategic Development Committee	Statutory	Seminar	· Planning: Principles and best practice; · Code of Conduct; · probity	Mandatory (for all Members of Planning Committee)	N

Directorate	Service	Topic	Category	Method	Session to include:	Attendance (new/returning Members)	Offer to co-optees ?
Resources/ Governance	Democratic Services	Audit Committee	Statutory	Seminar		Mandatory (for all Members of Audit Committee)	N
Resources/ Governance	Democratic Services	Pensions Committee / Pension Board ?	Statutory	Seminar		Mandatory (for all Members of Pensions Committee / Pension Board)	N
Resources/ Governance	Finance	Understanding Council Finances	Service	Seminar		All Members	N
Resources/ Governance	Finance	Risk, Control & Fraud and Audit Committee	Service	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)	N
Resources/ Governance	ICT	ICT Security and Internet policies	Functional	Seminar	· ICT Security and internet policies · Use of Council E-mail address and systems · Bespoke training depending on ability/knowledge	Mandatory (for all Members)	N
Resources/ Governance	Information Governance	Information Security	Service	Seminar	· Information Security (include in Information Governance and 'need to know' sessions?)	All Members	
Resources/ Governance	Information Governance	Right to information and 'need to know	Functional	Seminar	· Members' Rights to information/"need to know" and responsibilities re confidentiality	Mandatory (for all Members)	
Resources/ Governance	Information Governance	GDPR and Data Protection	Service	Seminar	· Overview of Access to Information, GDPR/DPA, Freedom of Information Act	Mandatory (for all Members)	N

Directorate	Service	Topic	Category	Method	Session to include:	Attendance (new/returning Members)	Offer to co-optees?
Resources/ Governance	Information Governance	MEs and casework management system Input of MEs and what is an ME ME and Complaints Protocol	Functional	Seminar	· A session to introduce and guide Members through the casework management system for member's enquiries and demonstrate the Members portal. · Hands-on input of enquiries to Members' Portal · How to frame questions Managing members' enquiries and complaints protocol	Mandatory (for new Members)	
Resources/ Governance	Legal	(Code of Conduct) Ethics and Probity	Functional	Seminar	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 This practical and interactive session introduces Members to the Tower Hamlets code of conduct that guides and protects Members in their role	Mandatory (for all Members)	Y
Resources/ Governance	Democratic Services Legal	Outside Bodies	Functional	Seminar	What is O/B and the roles members to perform	All Members	N
Place	New Town Hall Project Team	Tour of the new Town Hall	Service	Seminar	A tour of the new Town Hall so Members can see the nearly completed building in advance of the move across	All Members	N
All	All	Q&A with the Directorates	Service	Seminar	A number of optional sessions to allow Members to ask questions of direcotrates and delve into areas as required following the completion of the main seminar programme.	All Members	?