

Directorate	Service	Topic	Category	Method	Session to include:	Attendance (new/returning Members)
All	All	Setting the Scene at Tower Hamlets Meeting CLT Welcome Reception	Essential	Welcome evening	<ul style="list-style-type: none"> Elected Members and the Community Leadership role. Core Values, priorities and the story of Tower Hamlets Informal networking opportunity with Corporate Directors and Divisional Directors. 	Mandatory (for all Members)
ALL	All	Directorate Briefings - role, achievements, challenges & priorities -	Service	Welcome evening	Very brief introduction to: <ul style="list-style-type: none"> Successes, challenges and the financial outlook 	Mandatory (for all Members)
C/E	Communications	Adding Teams backdrops	Admin	Open afternoon Drop-in session	Teams backdrops for online meetings	Mandatory (new Members)
C/E	Communications	Official photos	Essential	Open afternoon Drop-in session	Have photograph taken	All Members
External		London New Councillor's Welcome Reception	Social	Reception	<ul style="list-style-type: none"> 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. 	All Members
Place	Facilities	ID Cards	Essential	Open afternoon Drop-in session	Issue ID Cards -ID Card room access	Mandatory (new Members)
Place	Facilities	Tour of Town Hall	Service	Open afternoon Drop-in session	<ul style="list-style-type: none"> Tour of Town Hall (as applicable) Tour of New Town Hall (to be held later in the programme) 	New Members
Place/ Governance	Facilities Democratic Services	Room allocations	Admin	Preparation/Admin	Depending on election results, determine arrangements for group rooms etc.	n/a
Place	Facilities	Lockers and group room set up	Admin	Preparation/Admin	Work out how to clear out old members and allocate for new members	n/a
Resources/ Governance	Democratic Services	Signing of Acceptance of Office	Essential	Open afternoon Drop-in session	signing Acceptance of Office - if not completed at the Count	Mandatory (new Members)
Resources/ Governance	Democratic Services	Code of Conduct	Admin	Preparation/Admin	Code of Conduct – forwarded to all candidates	All Candidates
Resources/ Governance	Democratic Services	Welcome letter	Admin	Preparation/Admin	***need welcome letter, key dates and contacts	All Members

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Resources/ Governance	Democratic Services	Council AGM	Statutory	Committee	Including confirmation of Cabinet and Committee memberships.	New Members
Resources/ Governance	Democratic Services	Meeting DS and completing online forms	Essential	Open afternoon Drop-in session	· Meeting the CST (Councillor Support Team and Committee Team. Team members to assist Member in online completion of enrolments	Mandatory (new Members)
Resources/ Governance	Democratic Services	Introduction to essential apps Members' Casework Portal	Statutory	Open afternoon Drop-in session	· Demonstrations of essential Apps/websites and adding quick links - Members' hub (online handbook) · Mod.gov 1:1 for new + returning cllrs Members' Casework Portal	All Members
Resources/ Governance	Democratic Services	Surgeries	Functional	Open afternoon Drop-in session	· Members' Surgery – personal discussion re venues and personal safety and review the protocol	New Members
Resources/ Governance	Democratic Services	Induction timetable Induction training schedule Pre-advice to Candidate	Admin	Preparation/Admin	· Induction Timetable · Provide list of training and agree which ones they attend, i.e. choose date option for required sessions Letter to all Candidates advising re:	n/a
Resources/ Governance	Democratic Services	Training needs and signposting to external training	Admin	Open afternoon Drop-in session	Taking Members through the various online information and training courses such as the Hub, LGiU, LGA etc and finding out more about what training needs the Member may have.	Mandatory (new Members)
Resources/ Governance	Democratic Services	Members Hub	Admin	Preparation/Admin	collate info from all the directorates	
Resources/ Governance	Democratic Services	Signing of Acceptance of Office	Essential	Preparation/Admin	Constitutional Requirement	Mandatory (for all Members)
Resources/ Governance	Democratic Services ICT	ICT - Making Your Equipment Work for You	Functional	Open afternoon Drop-in session		All Members
Resources/ Governance	Democratic Services Legal	How democracy works	Functional	Welcome evening	· How democracy works: (in brief - main session in the seminar programme) o Decision Making process in LBTH o Mayoral Model – how it works o Intro to the Constitution	Mandatory (for new Members)

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Resources/ Governance	Democratic Services	Speaker's Reception	Social	reception	After the AGM an opportunity to socialise together and with the new Speaker of the Council.	All Members
Resources/ Governance	Democratic Services	Parking permits	Admin	Open afternoon Drop-in session	Complete Parking Permit Application (admin buildings)	Mandatory (new Members)
Resources/ Governance	HR	DBS Checks	Admin	Preparation/Admin	Complete DBS Check (if required) - TBC	New Members
Resources/ Governance	ICT	ICT Code of Conduct	Essential	Open afternoon Drop-in session	Sign ICT Code of Conduct	Mandatory (for all Members)
Resources/ Governance	ICT	Distribution of ICT Kit	Essential	Open afternoon Drop-in session	<ul style="list-style-type: none"> - Select/Distribute ICT kit: - distribute – 11 or 17/19 May? - Ensure pre-loaded with Members hub, ICW shortcut, Mod.gov, key documents - Set up outlook account on Cllrs mobile phones 	Mandatory (new Members)
Resources/ Governance	ICT	New Cllr details	Essential	Preparation/Admin	IT to provide new councillor login details to DS for open afternoon.	n/a
Resources/ Governance	Democratic Services	On street parking	Admin	Open afternoon Drop-in session	Complete Parking Permit Application (on street)	Mandatory (new Members)
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
All	All	Q&A with the Directorates	Service	Seminar	A number of optional sessions to allow Members to ask questions of directorates and delve into areas as required following the completion of the main seminar programme.	All Members