



Havering
LONDON BOROUGH

Induction 2018

Legal & Democratic Services

Tuesday, 8th May 2018

ESSENTIAL
for NEW
MEMBERS

Member Induction - Welcome to the Council, Part 1

6.30pm-9.30pm, Havering Town Hall

This is part one of the corporate induction session. It will give you the opportunity to get to know the other new Councillors and key officers who will support you through your induction. There will be a welcome address by the Chief Executive of the Council and you will be able to collect your security pass. **Please bring identification with you and details of your bank account so we can process your Member Allowance.**

Saturday, 12th May 2018

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MEMBERS

Member Induction - Welcome to the Council, Part 2

9.30am-12.30pm, Havering Town Hall

This is part two of the corporate induction session. You will receive essential information about your role as a Councillor, how the Council works and some of the key issues facing Local Government.

Tuesday, 15th May 2018

**Introduction to Local Government
Finance (CIPFA)
10am-4pm, Havering Town Hall**



**ESSENTIAL
for NEW
MEMBERS**

This course will provide new Councillors with a solid understanding of the complex structure and functions of the local government finance system, including an understanding of the principles underpinning local government budgeting, financial reporting and governance and the impact of the local government financial reform agenda.

Wednesday, 16th May 2018

**Code of Conduct/Standards
6pm-8pm, Havering Town Hall**



ESSENTIAL

The aim of the session is to ensure that all Councillors have a clear understanding of the Councillors' Code of Conduct, the Standards expected of Members and the consequences of breaching those Standards. You will also receive information on how to identify "personal" and "prejudicial" interests and how to declare them at Committee meetings and on your Register of Interests.

Thursday, 17th May 2018

**The 21st Century Councillor
workshop- delivered by the Local
Government Association
10am-4pm, Havering Town Hall**



ESSENTIAL

The workshop will provide an overview of the national picture in respect of public sector funding and the role of the councillor in modern local government.

The session will consider the current issues facing local government, how the role of the Councillor has changed over time and the skills needed to be an effective councillor. This will include considering how to balance local and borough-wide interests, representing the Council in the community and being an effective community leader.

Members will be invited to consider the implications for them in their role as Havering councillors and this should help inform personal development goals.

Thursday, 17th May 2018

How Council Meetings Work

7:30pm-9pm, Havering Town Hall

**ESSENTIAL
For NEW
MEMBERS**

This session will provide Councillors with an introduction to the committee system, Council procedure rules and the decision-making process. Topics covered will include:

- Types of committees
 - Council Questions, Petitions and Public Questions
 - Council Motions
 - Rules of Debate
 - Voting
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Tuesday, 22nd May 2018

Introduction to Overview & Scrutiny

7:30pm-9pm, Havering Town Hall

**ESSENTIAL
For NEW
MEMBERS**

This session will provide Councillors with an understanding of the purpose of Scrutiny and how it fits into the decision-making process of the Council. Topics covered will include:

- Why do we have Scrutiny?
 - How does Scrutiny operate in Havering?
 - The Call-In Procedure
 - Partner Organisations
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Wednesday, 23rd May 2018

Annual Council Meeting

7.30pm-10pm, Havering Town Hall

ESSENTIAL

The Annual Council meeting will take place in the Chamber at 7.30pm. The Mayor-making ceremony will be followed by the election of the Leader of the Council and the appointment of Committee Chairs and Vice-Chairs.

Thursday, 24th May 2018

Equalities & Diversity

7.30pm-9pm, Havering Town Hall

ESSENTIAL

Details to be confirmed

Tuesday, 29th May 2018

**Your Role as a Corporate Parent
7.30pm-9pm, Havering Town Hall**

ESSENTIAL

This session gives an overview of a Councillor's role as a Corporate Parent and an insight into the lives of looked after children in Havering.

Wednesday, 30th May 2018

**IT Matters
7.30pm-9pm, Havering Town Hall**

ESSENTIAL

This is an informal session for all Councillors, giving an overview of the Members' Area of the Intranet and an introduction to the Havering website. This will help you with casework and reporting problems online. The session will also cover the Member IT policy and Members responsibilities towards data protection.

Tuesday, 5th June 2018

**Guide to Planning
7.30pm-9pm, Havering Town Hall**

ESSENTIAL

The aim of this session is to provide Councillors with the skills to understand:

- The general principles of the planning process
 - Planning enforcement
 - Planning reports and information from Planning officers
 - Rules of procedure for the Regulatory Services Committee
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Wednesday, 6th June 2018

**Guide to Licensing
7.30pm-9pm, Havering Town Hall**

ESSENTIAL

The aim of this session is to provide Councillors with the skills to understand how the Licensing Committee works: Topics covered will include:

- General Licensing
- Alcohol Licensing
- Participating in Hearings
- Procedural Fairness

PLEASE NOTE

If you are a member of Regulatory Services Committee or Licensing, it is **Mandatory** to attend development sessions, otherwise you will not be able to participate in these meetings.

Tuesday, 12th June 2018

**Performance Management Introduction
7.30pm-9pm, Havering Town Hall**

Details to be confirmed



ESSENTIAL

Thursday, 14th June 2018

**Member Development Framework
7.30pm-9pm, Havering Town Hall**

Details to be confirmed



ESSENTIAL