



## Induction 2022

**Monday 9<sup>th</sup> May**

**ESSENTIAL  
For ALL  
MEMBERS**

**Welcome to the Council & Member  
Induction Day.**

**Havering Town Hall**

This will give new Members the opportunity to get to know 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 and IT device. **Please bring identification with you and details of your bank account so we can process your Member Allowance.**

Members will be given an opportunity to complete paperwork including the Declaration of Acceptance of Office paperwork. There will also be an opportunity to choose and collect IT devices, meet with IT services and Member Support services.

---

**Tuesday 10<sup>th</sup> of May**

**Code of Conduct/Standards  
Havering Town Hall**

**ESSENTIAL  
for ALL  
MEMBERS**

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.

There will be an opportunity directly after the session to complete your Register of Interest paperwork, with the Monitoring Officer Alison Mckane present to support should you have any questions or queries.

**Thursday 12<sup>th</sup> May – 7pm**

**Equalities, Diversity & Inclusion**

This is a virtual session and will be delivered by [Officers name]



**ESSENTIAL  
for ALL  
MEMBERS**

---

**Tuesday 17<sup>th</sup> May - 10am & 7pm**

**Members Personal Safety training.**

This course is of 90 minutes duration, delivered virtually by David McGrath. Members are only required to attend ONE session.



**ESSENTIAL  
for ALL  
MEMBERS**

It will provide advice to members on how to:

- (a) identify the most common risk scenarios faced by all councillors (surgeries, social media, on the doorstep etc.)
- (b) review the safety and safe working practices of a 'face to face' ward surgery (for new or existing surgeries)
- (c) use a risk assessment tool which helps members to identify, prevent, reduce and manage risk in all scenarios
- (d) prevent and manage online harassment
- (e) identify whether there is a role for technology in supporting members' safety

---

**Thursday 19<sup>th</sup> May 7:30pm**

**Casework and Advocacy Skills**

This course is of 90 minutes duration, delivered virtually by David McGrath.



**ESSENTIAL  
for ALL  
MEMBERS**

This session will train Members on:

- (a) what IS and IS NOT their role in helping to resolve individual and community needs
- (b) how to work effectively with officers and other partners and;
- (c) how to maximise their chances of success

**Wednesday 18<sup>th</sup> May**

**How Council Meetings Work  
and the Annual Council Meeting**



**ESSENTIAL  
For ALL  
MEMBERS**

**Havering Town Hall**

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

**Date TBC**

**Social Media training**



**ESSENTIAL  
For ALL  
MEMBERS**

Details to be confirmed

**Tuesday 24<sup>th</sup> May – 7pm**

**Your Role as a Corporate Parent  
Havering Town Hall**



**ESSENTIAL  
For ALL  
MEMBERS**

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. This virtual session will be delivered by Robert South, Director of Children's Services

---

**Thursday 26<sup>th</sup> May**

**Fusion Training  
Havering Town Hall**



**ESSENTIAL  
For ALL  
MEMBERS**

This session will complement the self-learning videos provided to Councillors to provide a deeper understanding of Fusion, and how to use it.

**Tuesday 31st May**

**Introduction to Overview & Scrutiny  
Havering Town Hall**



**ESSENTIAL  
For ALL  
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

**Monday 6<sup>th</sup> June**

**Introduction to Local Government  
Finance (LGA)  
Havering Town Hall**

**ESSENTIAL  
For ALL  
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.

This session will be delivered virtually.

---

**Tuesday 7<sup>th</sup> June**

**Guide to Planning  
Havering Town Hall**

**ESSENTIAL For  
COMMITTEE  
MEMBERS**

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 Planning Committees

---

**Date**

**Guide to Licensing  
Havering Town Hall**

**ESSENTIAL For  
COMMITTEE  
MEMBERS**

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 Planning or Licensing Committees, it is **Mandatory** to attend development sessions, otherwise you will not be able to participate in these meetings.

**Tuesday 21<sup>st</sup> June – 6:30pm**

**East London Joint Resources and Waste Strategy**

All Member briefing to be delivered by Barry Francis, Director of Neighbourhoods.

**ESSENTIAL  
For ALL  
MEMBERS**

**Tuesday 28th June**

**PREVENT Training**

Workshop to Raise Awareness of Prevent (WRAP) training will be delivered by the Local Authority's Prevent Lead. The training will cover what Prevent is and how it fits into the Government's wider CONTEST strategy, the signs to look out for in someone who is at risk of being radicalised, the current local and national threats and how the referral process works.

**ESSENTIAL  
For ALL  
MEMBERS**

**Thursday 30<sup>th</sup> June – 7pm**

**Climate Change training**

The aim of this session is to understand what Climate Change is, and what it means for Havering. This session will be delivered by Viv Cleary, associate lecturer at the Open University.

**ESSENTIAL  
For ALL  
MEMBERS**

**Tuesday 5<sup>th</sup> July – 5pm**

**Supported Housing Strategy**

All Members' Briefing session on the Supported Housing Strategy, presented by Katri Wilson, AD Supported Housing.

**ESSENTIAL  
For ALL  
MEMBERS**

**Tuesday 9<sup>th</sup> August – 7pm**

Council's building safety obligations and the Building Safety Bill. Delivered by Garry Knights, AD Property Services.



**ESSENTIAL  
For ALL  
MEMBERS**