

APPENDIX 1 – DRAFT MEMBER INDUCTION AND TRAINING PROGRAMME 2014

	Target audience	Commentary	Lead
<i>First week</i>			
Main induction event	All members (Compulsory)	Light touch introductory event and networking opportunity hosted by Mayor and CE. HMT – (and Assistant Directors?)	Mayor and CE
<i>First two weeks</i>			
Members Services – practical induction support for Members <ul style="list-style-type: none"> • drop in sessions • individual appointments 	All members	Member Services to hold drop in sessions and individual appointments to provide practical support	Member Services
<i>Within first two months</i>			
Members enquiries, casework and surgeries	All members (Compulsory for new Members)	Session covering the Member Enquiry Protocol, members' casework support and good practice re surgeries	Joanna Sumner, Assistant Chief Executive of Programmes, Projects and Performance Input from experienced Member
Members E-Learning Induction and Training	All members	Members E-Learning Package being developed to facilitate flexible remote learning	No session required. Delivered via written correspondence (email/intranet)

How the Council Works Governance and Decision Making in Hackney	All members (Compulsory for new Members)	Session covering decision making and new governance arrangements	Gifty Edila, Corporate Director of Legal, HR and Regulatory Services
Member Code of Conduct and ethical framework	All members (Compulsory for new Members)	Session covering Member Code of Conduct and Register of Interests. Brief outline of Planning and Licensing Codes of Practice	Gifty Edila, Corporate Director of Legal, HR and Regulatory Services Input from Lead Cabinet Member as Chair of Standards
<i>Within first four months</i>			
Community leadership, representing people and partnership work	All members	An overview of the Council's partnership work highlighting the key role of members Also helpful advice on how to represent people effectively	Ian Lewis, Assistant Chief Executive, Policy and Partnership Input from experienced Members
Sitting on outside bodies	All members	Session covering key considerations for members when sitting on outside bodies	Gifty Edila, Corporate Director of Legal, HR and Regulatory Services
Planning	All members Compulsory session for Planning Sub Members covering Member Code of Practice in detail	Planning framework and Member Code of Practice	John Allen, Assistant Director Planning and Regulatory Services with support from Yinka Owa, Assistant Director for Legal and Democratic Services Input from experienced Planning Sub Member

Licensing	All members Compulsory session for Licensing Members covering Member Code of Practice in detail	Licensing framework and Member Code of Practice	John Allen, Assistant Director Panning and Regulatory Services with support from Yinka Owa, Assistant Director for Legal and Democratic Services Input from experienced Licensing Committee Member
<i>Within first two to four months</i>			
Individual meeting with CE	All first time elected Members	An opportunity for CE and first time elected members to meet on an informal, confidential basis	Chief Executive's Office to arrange
Borough tour	All members	Site visit to venues of significant Council interest/relevance	Chief Executive or relevant Corporate Directors to lead
<i>Within first 6 months</i>			
Finance and Resources	All members	An overview of the services provided	Ian Williams, Corporate Director of Finance and Resources Input from Lead Cabinet Member
Hackney Homes	All members	An overview of Hackney	Charlotte Graves, CE Hackney

		Homes ALMO and the services provided	Homes Input from Lead Cabinet Member
Children and Young People Services	All members	An overview of the services provided	Alan Wood, Corporate Director of Children and Young People Services Input from Lead Cabinet Member
Health and Community Services	All members	An overview of the services provided	Kim Wright, Corporate Director of Health and Community Services Input from Lead Cabinet Member
Overview and Scrutiny	All overview and scrutiny members	General induction on the role and function of scrutiny. Themed training for individual Commissions	Gareth Wall, Head of Overview and Scrutiny
<i>Other suggested key training</i>			
Finance, budget setting and welfare reforms	All members	An overview of the Council's finances, the legal framework for budget setting and the related scrutiny process. Also cover welfare reforms	Ian Williams, Corporate Director of Finance and Resources Input from Lead Cabinet Member
Corporate Parenting	All members	An overview of the Council's	Alan Wood, Corporate Director

		corporate parenting role and members' responsibilities	of Children and Young People Services Input from Lead Cabinet Member and Adoption and Fostering Panel Members
Equalities and diversity awareness	All members	An overview of the equalities and diversity framework for Councils and how Hackney council meets these requirements as a service provider and employer. A rolling programme on Hackney's BME communities and faith communities	Ian Lewis, Assistant Chief Executive, Policy and Partnership Input from Lead Cabinet Member and other members
Public Health	All members	An overview of the Council's relatively new role in fulfilling public health function.	Director of Public Health and Chair of Health and Wellbeing Board