

You are invited to attend a series of six induction workshops at the civic centre.



Ged Curran, Chief Executive

Workshop 1. Welcome reception

Saturday 24 May 2014

Time: 10.00 am – noon

Venue: Council Chamber, 1st Floor Civic Centre

Presentation from council officers.
10.00 am – 11.00 am

Overview of council

Ged Curran, Chief Executive.

Meet the council's senior managers

Standards and ethics

Paul Evans, Joint Head of Legal Services.

Question and answer session

From 11.00 am:

Sign the Declaration of Acceptance of Office

Receive an information pack about Merton and members' handbook

Understand IT support

Richard Warren, Head of IT Service Delivery.

Get your official councillor photo taken

Photographer.

Process access pass for Merton Civic Centre Facilities.

Workshop 2. The role of a councillor (Part 1)

Thursday 29 May 2014

Time: 7.15 pm – 9.00 pm

Venue: Committee Rooms B and C

Introduction to the different aspects of the councillor's role

Paul Evans, Joint Head of Legal Services.

An outline of the support available

Julia Regan, Head of Democracy Services

Paul Evans, Joint Head of Legal Services.

Information security and managing casework

Karin Lane, Head of Information Governance.

Introduction to Personal Development Planning (PDP)

Kim Brown, Joint Head of HR Policy Development.

Workshop 3. The role of a councillor (Part 2)

Tuesday 3 June 2014

Time: 7.15 pm – 9.00 pm

Venue: Committee Rooms B, C, D and E

Introduction to Overview and Scrutiny

Julia Regan, Head of Democracy Services.

Workshop 4. Introduction to finance and business planning

Tuesday 10 June 2014

Time: 7.15 pm – 9.00 pm

Venue: Committee Rooms B, C, D and E

Revenue and capital, expenditure and income, balances and reserves, financial challenges and medium term financial strategy

Caroline Holland, Director of Corporate Services.

Workshop 5. Keeping our people safe

Tuesday 17 June 2014

Time: 7.15 pm – 9.00 pm

Venue: Committee Room B

Corporate parenting

Yvette Stanley, Director of Children Schools and Families.

Safeguarding Children

Paul Angeli, AD Children's Social Care & Youth Inclusion.

Safeguarding vulnerable adults

Simon Williams, Director of Community and Housing.

Julie Phillips, Safeguarding Adults Manager.

Workshop 6. Community leadership

Tuesday 1 July 2014

Time: 7.15 pm – 9.00 pm

Venue: Committee Rooms D and E

Understanding the community: a snapshot of changing demographics and what our residents think

Partnership working in Merton: introduction to the Merton Partnership, the Community Plan and an outline of services delivered in partnership

Chris Lee, Director of Environment and Regeneration.

(continued)

Workshop 6. Community leadership

Tuesday 1 July 2014

Time: 7.15 pm – 9.00 pm

Venue: Committee Rooms D and E

A round table discussion with key partners:
Police performance, partnership working and
community engagement

Stuart Mcleod, Police Borough Commander.

Fire service performance, partnership working
and community engagement

Rick Ogden, Fire Borough Commander.

A snapshot of the Voluntary and Community
Sector in Merton

Ian Beever, MVSC Interim Chief Executive.

The view from business in Merton

Diana Sterck, Merton Chamber of Commerce Chief Executive.

Further training*

Licensing training Thursday 5 June 2014

Planning training Wednesday 18 June 2014

Additional development activities

Public speaking

Understanding equalities

Using social media

IT skills

Speed reading

Chairing meetings

Influencing skills

Personal organisation

Personal safety

*Councillors by law are required to be trained before sitting on planning
and licensing committees.

Any questions, please contact:

Kim Brown

Head of HR Policy and Development
Training and Development

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Member Induction Workshops