

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



Ged Curran, Chief Executive

Workshop 1. Welcome reception

Saturday 5 May 2018

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:

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.

Get your access pass for Merton Civic Centre

Facilities.

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

Thursday 10 May 2018

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, AD Corporate Governance .

An outline of the support available

Julia Regan, Head of Democracy Services

Paul Evans, AD Corporate Governance.

Information security and managing casework

(Tbc), Head of Information Governance.

Introduction to Personal Development Planning (PDP)

Kim Brown, HR Lead.

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

Tuesday 15 May 2018

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 22 May 2018

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, TOMs

Caroline Holland, Director of Corporate Services.

Workshop 5. Keeping our people safe

Tuesday 29 May 2018

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

Hannah Doody, Director of Community and Housing.

Gemma Blunt, Safeguarding Adults Manager.

Workshop 6. Community leadership

Wednesday 6 June 2018

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.

Workshop 6. Community leadership

Wednesday 6 June 2018

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

(Tbc), Police Borough Commander.

Fire service performance, partnership working
and community engagement

(Tbc), Fire Borough Commander.

A snapshot of the Voluntary and Community
Sector in Merton

(Tbc), MVSC Chief Executive.

The view from business in Merton

(Tbc), Merton Chamber of Commerce Chief Executive.

Clarion Housing Outline the service and to
explain how members can raise housing
issues with them and how to pursue
complaints.

(Tbc),

Member Induction Workshops

Further training

- Licensing training Date: Tbc
- Planning training Date: Tbc

Additional development activities

Public speaking

Understanding equalities

Using social media

IT skills

Chairing meetings

Influencing skills

Practical session on casework:

Housing Needs

Housing benefits

Clarion

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

Any questions, please contact:

Kim Brown

HR Lead

020 8545 3152

corplearndevel@merton.gov.uk

<http://intranet/membersinduction> Page 168