Members' Handbook & Induction Programme

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В		NATIONAL GOVERNMENT / LOCAL GOVERNMENT - RELATIONSHIP		
	1.	The Local Government Structure - A Brief History		
	2.	A Who's Who of the Government Departments, National and Local Bodies with whom the Council works		
	3.	Major National Issues		
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	5.	Local Partnerships		
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C GOVERNANCE AND DECISION MAKING - it's your call

- **1.** Council's Constitution
- 2. Decision Making Structure 2014/15
- 3. Non-Executive Decision Making
- 4. Executive Decision Making
- What is Council, Cabinet, Scrutiny (include reference to Leads), Planning, Health and Wellbeing
- 6. Members' Allowance Scheme
- 7. Whistleblowing Policy

D INDUCTION

- 1. How to get started as a Councillor, including Tips from Councillors, Past and Present
- 2. Role Description and Competencies of a Councillor
- **3.** The Local Government Association's Political Skills Framework - The Six Core Skills for Councillors

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E LEARNING OPPORTUNITIES

- 1. Aims and Objectives of the Member Development Programme and Induction Events
- 2. Dates for your Diary

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F DIRECTORATE STORIES AND SUCCESSES / ACHIEVEMENTS

- 1. Children and Families Directorate
- 2. Community, Health and Well-Being Directorate
- 3. Environment and Enterprise Directorate
- 4. Resources Directorate

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G PRIORITIES, VALUES AND FINANCES

- 1. Council's Vision and Corporate Priorities
- 2. Council's CREATE Values
- **3.** Where the money goes and where it comes from

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H COUNCILLORS' ESSENTIALS

- 1. How Councillors are supported things you need to know
- 2. Member Development at Harrow It's your call
- 3. Your Personal Responsibilities
- 4. Serving your Constituents
- **5.** Dealing with the Press

- 6. Membership of Outside Bodies
- **7.** Guidance for Councillors with Disabilities
- 8. Recommended Reading

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FACTSHEETS

L

- 1. Harrow Civic Centre
- 2. Equality & Diversity
- **3.** Health & Safety
- 4. Personal Safety
- 5. Corporate Parent
- 6. Data Protection Act
- 7. Data Security Guidelines
- 8. Freedom of Information Act
- 9. Customer Complaints

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