

**Commissioning Group**

**New Starter Welcome Pack**

**London Borough of Barnet**

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# Welcome from John Hooton, Chief Executive

*I would like to take this opportunity to welcome you to the Commissioning Group. This is an exciting time for Barnet, now the largest London borough by population, and one of our main objectives is to create opportunity in a successful borough.*

*Our population continues to grow, as people choose to raise families here and more people migrate into the borough than out. People come to Barnet because it is a great place to live made up of a diverse mix of communities with a strong sense of cohesion. It is also a great place to work with more registered businesses than any other outer London borough and high levels of entrepreneurship, as well as good transport links into central London. Barnet has a leafy, rural character with lots of green and open space but also contains several thriving urban centres, many of which are expanding as part of our seven major growth and regeneration programmes. We are building 20,000 homes over the next 15 to 20 years - the most in outer London - and investing in the essential infrastructure needed to support our growing population now and in the future, including schools, roads, bus and rail routes, parks and leisure centres. We are making it easier for businesses and residents in all types of accommodation to recycle their waste, which is better for the environment and less of a drain on scarce public resources. We are also looking at the best opportunities to ensure we continue to deliver effective social care services in Barnet.*

*Barnet is also an innovative council which has pioneered service transformation in response to decreased funding from Government and increased demand and expectations from service users. Our successful partnership with Capita to deliver support services is guaranteed to save £126m over 10 years. Our Welfare Reform Task Force, which focused on incentivising positive behaviour change amongst residents affected by the Government’s changes to state benefits, is returning £3 to the public sector for every £1 invested. We are also applying this successful way of working at ward level through our BOOST team, which focuses on getting people back into work in the Burnt Oak and Childs Hill areas of Barnet.*

*As Barnet continues to gather pace in transforming services and delivering results through our commissioning and delivery model, the Commissioning Group presents an opportunity for a good mix of creative and innovative teams to lead and shape these changes in collaboration with Delivery Units (such as Family Services and Adults and Communities) and partners across Barnet. Your role will play a key part in delivering the vision of the Commissioning Council.*

*Over the coming weeks you will take part in the induction programme which will introduce you to the London Borough of Barnet, to our group and provide resources (strategies, policies and procedures) that will help you make a smooth transition into your new role. You will receive an invitation to the Commissioning Group fortnightly update and the Commissioning Group induction event. You will also have the opportunity to attend the corporate induction event which includes a tour of the borough.*

*I wish you every success in your new role.*

*Best wishes*

*John Hooton*



# Introduction to the Commissioning Council

In April 2013, the council commenced its new ‘Commissioning Council’ operating model.

The new model allows the council to take a flexible approach to shaping the future of the organisation and, most importantly, to continue to provide excellent service to residents during these challenging times. For Barnet Council, the transition to a strategic commissioning approach represents the next stage in a carefully planned evolution, away from the traditional model of providing services ‘in house’ through a number of directorate silos, to a ‘mixed economy’ of service with the aim of securing the best deal for residents.

Barnet Council’s approach of fairness, responsibility and opportunity is articulated in the Corporate Plan up to 2020 which sets out the council’s strategic priorities. The council’s Corporate Plan sets the framework for each of the Member Commissioning Committees’ five-year commissioning plans. Whether the plans are covering services for vulnerable residents or are about universal services such as the environment and waste there are a number of core and shared principles which underpin the commissioning outcomes.

The council has the Commissioning Group at its centre, which commissions the delivery of services from ‘Delivery Units’. A delivery unit may be ‘in-house’, i.e. provided by the council, or may be provided by an external or third-party provider.

Please use the below link to find out more information on the commissioning council and how the structure works:

<https://employeeportal.lbbarnet.local/home/departments-and-services/central-services/the-commissioning-model/commissioning-guide/commissioning-council-a-guide.html>

# Introduction to Commissioning Group

The Group consists of two teams: commissioning strategy, who develop and implement commissioning strategies for a broad set of community-related areas including public health, children and young people, community wellbeing, regeneration and environment; and commissioning resources which is responsible for the retained functions which support the council’s operations including HR and finance, communications, information management, programmes, performance and commercial functions. The teams work together to deliver the Corporate Plan, six committee Commissioning Plans and Financial Strategy to save £81m up to 2020.

Commissioning Group identifies and develops the business cases and delivery specifications required to deliver the plans and priorities set out above by embedding them as part of the council’s change programme and annual budgets. Commissioning Group consists of creative and innovative employees who challenge established approaches, and lead and shape changes to meet our priority outcomes. Teams work together to assess the market and develop it where necessary, and involve users in design and delivery. The Commissioning Group’s commercial function is responsible for managing the council’s commercial contracts and works with Senior Responsible Offers to ensure that the council continues to receive a good quality service as specified in the CSG and Re contracts delivering £126m and £39m savings respectively, over ten years.

# Commissioning structure chart

Commissioning is structured as follows:



Please click [here](https://www.barnet.gov.uk/citizen-home/council-and-democracy/governance/council-information/new-starters-welcome/Commissioning-Group.html) and select ‘Detailed structure chart and team descriptions’ to find out more information on how the Commissioning Group structure works.

# Business planning and performance management

The council annually completes its business planning cycle.  Within the Commissioning Group, the Finance function will amend and update the council’s Medium Term Financial Strategy (MTFS), based on the latest information available. The MTFS will set out the available council funding for a set period, currently till the end of the decade.  This will highlight any potential budget gaps / pressures the council will face.  The budget gap will then be pro-rata amongst the Theme Committees; each Commissioning Director in conjunction with Delivery Unit Directors will quantify savings proposals to ensure each Theme Committee meets its annual savings target.  These proposals will require recommendations from the Theme Committees themselves, before approval to commence consultation at Policy and Resources Committee.  The final budget report is then approved by Full Council.

Barnet’s annual business plan allows the council to identify key priorities for services and to identify how the business will achieve these. Commissioning Group leads on setting these priorities at the top level through the Corporate Plan and Commissioning Plans.

Each commissioning-themed Committee has set an annual Commissioning Plan; and the full Council has approved a Corporate Plan. These plans have been reflected in Management Agreements and service contracts, which provide the basis for in-year performance reporting.

Performance management within Barnet encompasses the areas of:

* focusing on outcomes – to ensure the right outcomes are being achieved. Outcome indicators are outlined in the Commissioning Plans or Contracts for each service area. This takes a longer-term, forward looking and cross-cutting approach, looking at commissioning-related activities required to achieve a set outcome
* output and efficiency – to ensure the best use of resources and delivery of operational services in accordance with agreed plans. Indicators to monitor the outputs and efficiency of services are outlined in the Contracts or Management Agreements.

Individual objectives, which are used for performance appraisals, need to be both aligned to and properly reflective of the Corporate Plan and Team Plans that underpin the delivery of the Commissioning Group objectives. Your manager will liaise with you in the coming weeks to set your objectives; see below for more details.

See link below for information on the Corporate Plan and Management Agreements.

<https://employeeportal.lbbarnet.local/home/news-and-features/featured/management-agreements-published.html>

You can also view the Commissioning Plans [here](https://www.barnet.gov.uk/citizen-home/council-and-democracy/governance/council-information/new-starters-welcome/Commissioning-Group/Commissioning-Plans-and-One-Council-Business-Plan.html).

# Objective setting/performance process

In your first two to three weeks you will be expected to work with your manager to set your objectives for the coming months. These objectives will be in line with the overall direction of the team and therefore the overall objectives for the Commissioning Group. Please ensure you are aware of how your objectives fit into the overall picture. Guidance on how to use the council’s HR Core system can be found below.

<https://employeeportal.lbbarnet.local/home/departments-and-services/internal-support-services/hr-and-payroll/core-hr-self-service.html>

# Learning and Development

Barnet is committed to the on-going development of the workforce. Barnet Council offers a suite of blended learning and development programmes to all staff including the following:

* face-to-face workshops and briefings (in-house)
* on-line /e-learning programmes
* opportunities to attend conferences and external short courses
* shadowing opportunities
* coaching and mentoring sessions, as applicable
* access to research resources, e.g. LGA Knowledge Hub and LG Inform.

For information on learning and development needs please discuss with your manager in the first instance.

# Health and Safety

All workers are entitled to work in environments where risks to their health and safety are properly controlled. Under health and safety law, the primary responsibility for this is down to the employers. Workers have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Workers must co-operate with employers and co-workers to help everyone meet their legal requirements. You will need to familiarise yourself with the Health and Safety Policy accessible on the intranet once you start at London Borough of Barnet. All staff must undertake health and safety training as part of their induction process.

<https://employeeportal.lbbarnet.local/home/search.html?keywords=Health+and+Safety+Policy>

# Smarter Working

Smarter Working is our plan for the way we want to work in Barnet, with facilities and working practices which help us do our jobs effectively, reducing the amount we spend on accommodation.

There are three key things that our Smarter Working plan focuses on improving:

* people – engaging and investing in our people
* accommodation – better use of workplaces
* technology – ICT designed for your needs.

Smarter Working aims to ensure that across the council, and with partners working in our buildings, we will create a workplace where people and their teams can work in an environment that allows us to do our jobs effectively and efficiently.

We have had a staged approach to Smarter Working with office moves and the hot-desking policy introduced in the summer of 2015. Other initiatives and changes will take place during the next year prior to our planned move to new office accommodation in Colindale in autumn 2018. The Way We Work (TW3) Programme is the umbrella transformation programme to assist us in our transition to Colindale, enabling staff to work in more agile and flexible ways through better use of technology, training and equipment, whilst helping to reduce accommodation costs and making savings to help service delivery. Further details are available on the TW3 microsite: <http://waywe.work/>

For Commissioning Group, this means that we have a hot-desking policy to help us work flexibly in our new accommodation in Building 2, North London Business Park (NLBP). Some key guiding principles for this are:

* you will not necessarily return to the same desk each day
* at the end of each day or when leaving a desk for half a day or more (e.g. 9am – 12 noon or 2pm – 5pm), leave it completely clear so that someone else can work from the desk. You will need to find another desk when you return from your meeting
* all work equipment (including laptops, stationery and papers) must be stored away in your lockers (you will be given a locker when you arrive on your first day)
* if you are attending a meeting or are away from your desk for half a day or more, direct all calls to your work mobile or a member of your team and log out of your phone - calls will continue to divert. To ensure calls are answered you may wish to belong to a new hunt or pick-up group. You can discuss this with your manager
* all tablets and laptops can be used at stations available for hot-desking; you will need to plug the power supply, network cable, monitor, keyboard and mouse directly into your device
* only mobile phone chargers/laptop chargers are to be plugged in to the sockets on the desktops
* all desks should be left as you find them, i.e. if you have moved or unplugged equipment, ensure that you return it to its original state to avoid missing or damaged equipment
* if there are any pieces of equipment missing or broken  please report to  IS on extension 3333
* make use of coat hangers around the office for large items of clothing, e.g. coats, scarves.

**Car parking at NLBP**

* there is a designated section of the car park for essential car users, marked with blue painted boxes, and these users will be issued with a permit allowing them to park without charge **in these spaces only.** Your manager will inform you if you are an essential car user
* the remaining parking spaces, marked with yellow painted boxes, have been rented to allow those staff without the ‘essential’ allowance the possibility of parking on site when other means of travelling to work aren’t possible. These are limited to 100 spaces
* the spaces will be charged at a rate of £3 per day to park. Spaces will work on a ‘first come, first served’ basis. Those staff who need to park for a shorter time will have the opportunity to pay for hourly or half-day parking
* car parking will be kept under review and the council may adjust the number of spaces available and the split between ‘essential’ and pay and display if necessary
* Blue Badge holders and motorcyclists have free parking spaces allocated for use.

For more information and guidance on parking at NLBP and information on parking at Barnet House, see below.

<https://employeeportal.lbbarnet.local/home/news-and-features/featured/parking-update-faqs.html>

**Other ways to get to work**

* **cycling** – there are showers in Building 2 at NLBP and cycle racks are available for storing bikes during the day
* **Cycle2Work scheme** - the council also plans to introduce the Cycle2Work scheme as soon as possible, which would enable staff to purchase a bike and pay for it over a year through a salary sacrifice scheme
* **public transport –** NLBP is well connected by bus, with the 34, 251 and 382 routes stopping outside the site. These provide easy access to either Arnos Grove, Southgate (Piccadilly Line) or Totteridge and Whetstone (Northern Line) Underground stations and New Southgate rail station
* **season ticket loans** - the council also offers season ticket loans which enable you to spread the cost of an annual transport pass
* **contactless and Oyster** - all forms of transport in London now accept contactless and Oyster payment. Click [here](https://tfl.gov.uk/fares-and-payments/) to see if you could save money by commuting to work by public transport rather than driving
* **car pooling** – do you live near other members of staff, and could you share a car to get to work? As well as being more environmentally friendly, it will also enable you to share petrol and parking costs with colleagues. Be sure to speak to your new colleagues about opportunities to car pool.

**The council’s parking policy** is available at - <https://employeeportal.lbbarnet.local/home/departments-and-services/internal-support-services/hr-and-payroll/hr-policies/nlbp-parking-policy.html>

# Information Management

All staff must undertake information management (including data protection) training as part of their induction process. Follow the link below to all the council’s information management policies including FOI Toolkit and the Remote Access and Home Working Policy.

<https://employeeportal.lbbarnet.local/home/departments-and-services/central-services/information-management/information-management-policies.html>

For those in the Commissioning Group who are commissioning services or working on projects, you should in particular familiarise yourself with the Project Management Toolkit, the Information Sharing Toolkit and the Procurement Toolkit, which have particular processes for information management and data protection, including due diligence during projects and contract letting, and can all be found on the intranet.

# Finance

If your role includes managing staff and budgets, please ensure your manager arranges an introductory meeting with the finance team within the first month to run through the financial responsibilities of your role in the Commissioning Group.

Finance and Budget Management

**Overview**

Each budget has a cost code under which there are several General Ledger (GL) codes that relate to the type of spend, for example: staffing, supplies and services, etc. A manager may be responsible for one or several different cost codes. The role of ‘budget manager’ refers to anyone who has been delegated control over a budget head, whether a single cost centre or a whole department, and irrespective of the size of the budget.

The processes for budget monitoring and financial management across Commissioning Group include:

* payments (to third party providers)
* management and control over all budgets delegated to the Commissioning Group, including control and deployment of resources in line with efficiency measures agreed.

**What this means for teams:**

Budget managers across teams are responsible for proactively monitoring and controlling the use of resources and ensuring effective management of budgets for their area. They are also responsible for:

* developing budget forecasts
* taking action in response to deviations from agreed budget plans and developing approaches to control expenditure / increase income
* explaining and reporting upwards on variations
* monitoring service performance
* identifying budget pressures early.

# Barnet’s Equalities Policy

As a major employer in the London Borough of Barnet the council is committed to eliminating discrimination and encouraging diversity amongst its workforce. Please familiarise yourself with Barnet’s Equalities Policy which includes the council’s policy on harassment and discrimination available via the link below:

<https://employeeportal.lbbarnet.local/home/departments-and-services/internal-support-services/hr-and-payroll/hr-policies/hr-policies-handbook.html>

# Political environment and elected members

Councillors, often referred to as ‘members’ are democratically elected representatives in the borough – they represent their local areas, or ‘wards’. Much like the national system, they are usually a member of a political party. Whichever party wins the largest amount of councillors in a local election becomes the governing party of the council; to see full details of Barnet Council’s elected members visit the external website: <http://barnet.moderngov.co.uk/mgMemberIndex.aspx?bcr=1>

Councillors represent the interests of their local residents; they sit on council Committees and vote on issues that govern the strategic direction of the council, and, of course, issues that affect their local constituents.

As officers of the council, we work for the councillors – they are the elected representatives who decide on the important issues in the council and the borough. In this sense, you may be asked to contribute to a report that is sent to a Committee to be discussed and then voted on. Likewise, a member may request information from your team or manager. The role of councillors is to scrutinise the work that we do as officers and to ensure that residents are getting the best deal from the council.

Always address a councillor using the title Councillor and never by their first names. Please familiarise yourself with the following documents which provide additional guidance.

See below links to various information and guidance:

* **Your Councillors**

<http://barnet.moderngov.co.uk/mgMemberIndex.aspx?bcr=1>

* ***Officer code of conduct***

<https://barnet.moderngov.co.uk/ecSDDisplay.aspx?NAME=SD357&ID=357&RPID=583358132>

* ***Protocols for member-officer relations***

<https://barnet.moderngov.co.uk/ecSDDisplay.aspx?NAME=SD358&ID=358&RPID=583358123>

* ***Members code of conduct***

<https://barnet.moderngov.co.uk/ecSDDisplay.aspx?NAME=SD354&ID=354&RPID=583358138>

# General housekeeping and personal safety

**Templates and guidelines**

Corporate templates and guidelines for presentations and documents are available via the link below:

<https://employeeportal.lbbarnet.local/home/departments-and-services/central-services/communications/corporate-templates-and-letterheads.html>

Committee report templates:

<https://employeeportal.lbbarnet.local/home/departments-and-services/central-services/governance/ReportTemplates.html>

Project management toolkits:

<https://employeeportal.lbbarnet.local/home/departments-and-services/central-services/programmes-resources/project-management-toolkit-templates.html>

**Phone login**

Every Barnet employee has a unique phone login. Your user name is firstname.surname.

Use the keypad to write letters by pressing the key with the letter you want a corresponding number of times, e.g. to write the letter N you would press the 6 key twice; for G you would press 4 twice.

The password is the same for every phone user – spell BARNET on the keypad (227638).

**Internal / external calls**

You can call anyone in the council by dialling their four digit extension. This can be found next to their name in the Global Address List accessed through Outlook.

If you need to call someone external, dial 9 to get an outside line.

**Call forwarding**

You can forward your calls to a colleague’s desk phone or an external number (including mobiles) by pressing the button labelled **CFwdAll** and typing either a four digit extension or the external number. Remember to include 9 before the number if forwarding externally. Press the button again to cancel the call forward.

**Office**

Some teams will have local housekeeping arrangements which cover day-to-day working practice. However, the information below provides a general overview of some issues. Commissioning Group are based on the First Floor, Building 2, North London Business Park; however, some services are located in Barnet House, High Road, Whetstone. Below is a high level outline of where Barnet Council services are located:

|  |  |  |
| --- | --- | --- |
| Barnet House | NLBP2 | NLBP4 |
| **Floor** | **Teams** | **Floor** | **Teams** | Facilities | **Teams** |
| **Ground** | **Reception, deliveries** | **Lower Ground** | **Reception, Deliveries, MASH** | Ladies, Gents and disabled toilets, shower facilities |  |
| **1st** | **Facilities Management, Trade Unions, Community Barnet, Youth Offending Service, Cap Benefits Task Force, Housing Benefits and Council Tax** | **Ground** | **Assurance Group, CCG, Community Safety** | Atrium / Café, Kitchen, Mother and Baby/ First Aid , Multi-Faith Room, Ladies, Gents and disabled toilets | CSG- which includes ICT (ICT Surgery will be at NLBP on Monday and Friday in the OAK Room in BLDG 4 between 8.30 and Noon), HR, Finance, Corporate Programmes and Facilities management.  |
| **2nd** | **Customer Reception, Registrars, Re Strategic Planning and Regeneration** | **1st** | **Commissioning Group, Education and Skills, Streetscene, HB Public Law, Public Health** | Kitchen, Ladies, Gents and disabled toilets |  |
| **3rd, 4th, 5th**  | **Barnet Group** | **2nd** | **Family Services** | Kitchen, Ladies, Gents and disabled toilets |  |
| **6th, 7th, 8th**  | **Adults Services** |
| **9th, 10th, 11th**  | **Re, CSG Estates,**  |

**Working hours**

Your working hours are set out in your employment contract.

**Access to the office at the North London Business Park**

For security purposes you will be given a swipe card to enable you to gain access to the building through the main entrance – located at the front of Building 2, North London Business Park. You can also enter through the swipe gates in the annex between Buildings 2 and 4. It is critical that you carry this card with you at all times. Please take care of the card as a replacement must be paid for. If you forget your swipe card, you must sign in and out at the reception desk when you arrive and leave for the day. Agency/interim staff working for the council for less than six months will be required to collect a temporary swipe card upon arrival each day and return it to reception at the end of their working day.

If you have visitors coming to NLBP they should report to the Building 2 entrance and sign in.

Please note that separate access protocols are in operation at other council offices and you may require an additional permit to access these offices. Please check in advance whether you require any additional identification when you visit other council offices.

**IT**

You will be issued with a laptop/tablet PC which is encrypted and can usually only access council email / drives while in NLBP, Barnet House and Hendon Town Hall (HTH). Wi-Fi is available throughout NLBP so you can access your email / drives from anywhere in the building, as well as the desktop docking stations. You will also be issued with an RSA fob which allows you to access council networks from home or other networked places.

You will be issued with a printer button and code for access to the Multi-Functional Devices (MFDs). Again, take care of it as replacements must be paid for.

**Food and drink**

A range of breakfast options are available from the Atrium from 8am to 10am.

Lunch is served in the Atrium between 12noon and 2pm. You can purchase hot meals, sandwiches, salads, snacks and drinks / beverages to eat in or take away.

The Atrium operates a loyalty card system so remember to pick up a card and get it stamped every time you buy a meal. The daily menu for the Atrium is published on the intranet and accessible from the front page.

You are entitled to take an hour for lunch.

**Core HR**

Core HR is the online system for self-management of all HR-related issues such as annual leave and payslips. The system is very intuitive and you will be given a tutorial on how to use it if required.

**Time off / annual leave**

Leave is booked through Core HR and requests will automatically be sent to your line manager for approval. It is a good idea to ask your line manager in person before submitting a request through Core HR.

Your annual leave entitlement is set out in your employment contract and you will need to allow three days leave over Christmas as the council offices are closed.

Your annual leave allowance is calculated from 1 April to 31 March the following year. Subject to the agreement of your line manager, up to five days of leave can be carried over from one year to the next in exceptional circumstances. These days must be taken within two months of being carried over (i.e. by the end of May). The expectation is that all leave should be used within the year for which it is allocated.

You are allowed additional discretionary days for various circumstances such as moving house, compassionate leave etc. Please discuss with your line manager. In addition, the HR handbook available through the intranet sets out these policies in more detail.

<https://employeeportal.lbbarnet.local/home/departments-and-services/internal-support-services/hr-and-payroll/hr-policies/hr-policies-handbook.html>

# Your local induction programme

# Day One expectations

Your manager will have a checklist of items to run through with you on your first day. The main aspects of this include:

* meeting your immediate team
* a tour of the building
* any team housekeeping arrangements
* run-through of the team’s operating arrangements
* if you are a budget manager, diarise an introduction meeting with the finance team.

# Induction checklist

Please see below a check list of other items which you may require / need access to, which will be explained to you through your coming induction.

|  |  |
| --- | --- |
| **Equipment/Personal Items Checklist** *(Please note that you may not require all of these items/equipment – please discuss with your manager)* | **Complete /** **Received**  |
| **IT equipment; log in and access to folders**  |  |
| Email account set up |  |
| Laptop/tablet encryption and set up |  |
| Land line |  |
| HR Core/Integra systems |  |
| Printer button |  |
| Mobile phone |  |
| Restricted folder access |  |
| Access to an existing mailbox |  |
| Remote access set-up (RSA token) |  |
| Phone pick-up group for the team |  |
| Commissioning Group email distribution list |  |
| **General Equipment and items**  |  |
| Stationery |  |
| Barnet swipe pass |  |
| Locker |  |

| **Items to Discuss with Manager** | **Completed** |
| --- | --- |
| Welcome from line manager – policies and priorities |  |
| Commissioning Group New Starter Welcome Pack |  |
| Laptop/tablet (use and safety) issue |  |
| S Drive and folders  |  |
| Structure chart and operational briefing |  |
| First aid |  |
| Fire drill and exits |  |
| Arrange meeting with Finance Team for induction (for budget managers, key contact Catherine Peters extension 7142)  |  |
| Arrange meeting with Governance (key contact Paul Frost extension 2205) |  |
| Arrange meeting with Procurement (key contact Susan Lowe extension 7212) |  |
| Manager to notify Executive Support Team to invite to local induction session **(agency/interim for longer than three months only)**  |  |
| Meeting others in the team and organisation |  |
| Invitation to recurring meetings (i.e. team meetings, Commissioning Group fortnightly update) |  |
| Knowledge of communication templates, e.g. for email signatures, committee reports etc. |  |
| How to book rooms |  |
| Other protocols  |  |

Everything you need to cover may not be run through on your first day, so please make sure anything left over from the lists above are discussed with your manager and arrangements are made for these to happen within your first few days.

# First month expectations

Further to this, please liaise with your manager to arrange the following:

* meeting your Head of Service (and Director or Strategic Lead for managers)
* managers to co-ordinate introduction meetings with Commissioning Group Management Team (recommended 15 minutes)
* familiarisation with key documents including:
	+ Council’s Corporate Plan
	+ Corporate Procurement Rules
	+ London Borough of Barnet Project Management Toolkit and Procurement Toolkit
* Familiarisation with LBB using on-boarding site content.

**This local induction programme should be used in line with the corporate induction checklist/programme outlined in the Employee Handbook.**