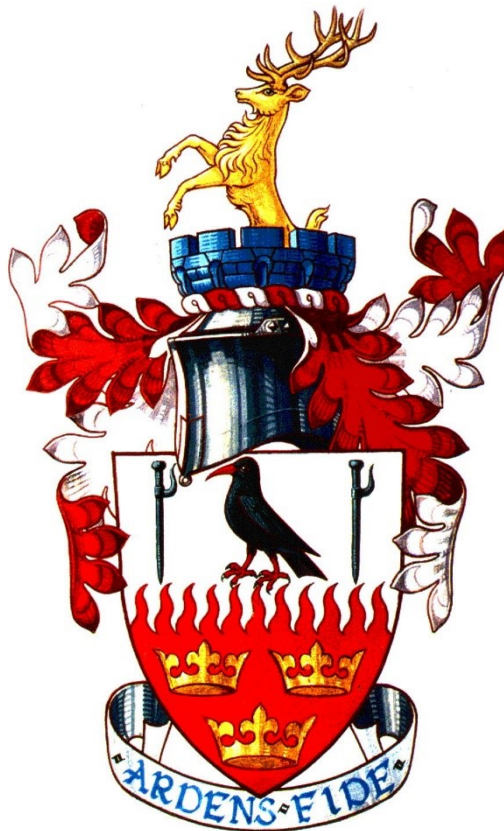


Member's Development Programme 2018/2019



Brentwood Borough Council

www.brentwood.gov.uk

Member's Development Programme 2018/2019

Introduction

- Welcome to the Member's Development Programme for 2018/2019. In the handbook which follows, you will find a range of course designed to increase your knowledge and awareness of the Council, both local and in national context.
- Some are designed to impart information, others to develop personal skills and the remainder to train you in essential tasks you will undertake as a Member of Brentwood Borough Council.
- Some are run by Council Officers and other by external specialist. Some are strongly participative, other more traditional in format. All are designed to be informal and to foster exchanges of views and questions.
- Some are designated "Mandatory". This mean that, for relevant Councillors, attendance is a necessary pre-requisite to becoming involved in the specific activity or serving on a particular member body. In other words, members will be unable to undertake those roles without this training. This designation is of relevance to newly-elected Members.
- There is a booking form at the end of the handbook. Please complete this and return it as soon as possible to the Claire Mayhew – Corporate and Democratic Services Officer (claire.mayhew@brentwood.gov.uk).

Remember to book yourself onto the courses which are "Mandatory".

Please note: that training attendance by individuals Councillor are published on the Council's website.

Training Courses

Course Title	Date/Time/Venue	Session Designation	Page
NEWLY AND RE-ELECTED COUNCILLORS – WELCOME AND INDUCTION Essential housekeeping for new and re-elected Councillors	Tuesday 8 th May 2018 at 6:00pm-8:00pm Venue: Meeting Room 3, 1-2 Seven Arches Road, Brentwood, Essex	Mandatory for all new and re-elected Members and group leaders.	7
HOW THE COUNCIL WORKS - Overview of the various committee	Wednesday 9 th May 2018 at 6:00pm-8:00pm Venue: Meeting Room 3, 1-2 Seven Arches Road, Brentwood, Essex	Desirable for all new and re-elected Members.	8
DATA PROTECTION (GDPR)/ FREEDOM OF INFORMATION	Monday 21 st May 2018 at 10:00am-12noon or Wednesday 23 rd May 2018 at 6:00pm-8:00pm Venue: Meeting Room 3, 1-2 Seven Arches Road, Brentwood, Essex	Desirable for all Members.	9
WHAT IS THE PLANNING SYSTEM? “Life of a Planning Application”, Enforcement, Green Belt, Design and Heritage Assets.	Tuesday 5 th June 2018 at 6:00pm-8:00pm Venue: Meeting Room 3, 1-2 Seven Arches Road, Brentwood, Essex	Mandatory for all Members of the Planning & Licensing Committee. Parish Councillors Desirable for all Members.	10
CHAIRMANSHIP SKILLS How to chair meetings	Thursday 21 st June 2018 at 6:00pm-8:00pm Venue: Meeting Room 3, 1-2 Seven Arches Road, Brentwood, Essex	Desirable for Chairman/Vice-Chairman/Mayor and Deputy Mayor	12
SAFEGUARDING (Child Protection) and Promoting the Welfare of Children and Young People	Monday 25 th June 2018 at 6:30pm-8:30pm Monday 2 nd July 2018 at 6:30pm-8:30pm	Desirable for all Members	13

	<p>Wednesday 4th July 2018 at 2:00pm-4:00pm</p> <p>Venue: Meeting Room 3, 1-2 Seven Arches Road, Brentwood, Essex</p>		
<p>COMMUNICATIONS Dealing with the Press Enquiries/Interviews/Social Media.</p>	<p>Thursday 5th July 2018 at 6:00pm-8:00pm</p> <p>Venue: Meeting Room 3, 1-2 Seven Arches Road, Brentwood, Essex</p>	Desirable for all Members	14
<p>PLANNING PROTOCOL</p>	<p>Monday 16th July 2018 at 6:00pm-7:00pm</p> <p>Venue: Meeting Room 3, 1-2 Seven Arches Road, Brentwood, Essex</p>	<p>Mandatory for all Members of the Planning & Licensing Committee</p> <p>Parish Councillors</p> <p>Desirable for all Members</p>	15
<p>CODE OF CONDUCT Outlines the Government's ethical framework and the duties and responsibilities of Councillors.</p> <p>Overview of the equality duty in decision making.</p>	<p>DATE TO BE CONFIRMED at 6:00pm-8:00pm</p> <p>Venue: Meeting Room 3, 1-2 Seven Arches Road, Brentwood, Essex</p>	Desirable for all new and re-elected Members	16
<p>LICENSING TRAINING</p>	<p>This training is over two sessions:-</p> <p>Tuesday 10th July 2018 at 7:00pm-9:00pm & Wednesday 18th July 2018 at 7:00pm-9:00pm</p> <p>Venue: Meeting Room 3, 1-2 Seven Arches Road, Brentwood, Essex</p>	<p>Mandatory for all Members of the Planning & Licensing Committee.</p> <p>Parish Councillors</p> <p>Desirable for all Members</p>	17
<p>IT SKILLS Basic IT Skills and how to navigate the Council's systems.</p>	<p>DATE TO BE CONFIRMED at 6:00pm-8:00pm</p> <p>Venue: Meeting Room 3, 1-2 Seven Arches Road, Brentwood, Essex</p>	Desirable for all Members	19

NEW MEMBER'S PORTAL	Tuesday 17 th July at 3:30pm-4:30pm Monday 23 rd July at 6:00pm-7:00pm Tuesday 24 th July at 6:30pm-7:30pm Venue: Meeting Room 3, 1-2 Seven Arches Road, Brentwood, Essex	Desirable for all Members	20
Additional training sessions planned throughout the Municipal Year			
RISK MANAGEMENT	TBC	Desirable to Members of the Regulatory & Governance Committee Desirable for all Members	
LOCAL AUTHORITY FINANCE/BUDGET PROCESS AND TREASURY MANAGEMENT Budget Monitoring, E-learning	TBC	Desirable to Members of the Audit & Scrutiny Committee/Policy, Projects and Resources Committee Desirable for all Members	
HOUSING Understanding the service area.	TBC	Desirable to Members of Community, Health and Housing Desirable for all Members	
STREET SCENE Understanding the service area.	TBC	Desirable to Members of Environment and Enforcement Desirable for all Members	
CORPORATE ENFORCEMENT Understanding the service area.	TBC	Desirable to Members of Environment and Enforcement Desirable for all Members	
ENVIRONMENTAL HEALTH Understanding the service area.	TBC	Desirable to Members of Environment and Enforcement/Members of Community, Health and Housing Desirable for all Members	
ASSETS Understanding the Service area.	TBC	Desirable to Members of Policy, Projects and Resources Committee Desirable for all Members	
LOCAL DEVELOPMENT PLAN	TBC	Desirable for all Members	

Subject: NEWLY AND RE-ELECTED COUNCILLORS – WELCOME AND INDUCTION

Date/Time(s): Tuesday 8th May 2018 at 6pm-8pm

Venue: Meeting Room 3, Seven Arches Road, Brentwood, Essex

SUMMARY OF THE COURSE CONTENT:

Session 1 – 6:00pm

- Pigeon hole key
- ID badge
- Register of interests
- Joining a political party
- Personal contact info
- Payroll info
- Signing of declaration of Office

Session 2 – 6:30pm

- Welcome from the Leader of the Council, Cllr Louise McKinlay
- Welcome from the Chief Operating Officer, Mr Steve Summers
 - Senior Members of the Council
 - Committees
 - Senior Officers and Departments of the Council
 - What do we do
 - Where are the services situated?
 - Budget & Commercial Activities
 - What we don't do
 - Member's Casework
 - Paperless Agendas
 - Contact Details

Question and Answers Session

COURSE DESIGNATIONS:

Mandatory for all New and Re-elected Members

Desirable for Group Leaders

HOUSEKEEPING DETAILS:

Tea/Coffee available

Subject:	HOW THE COUNCIL WORKS
Date/time(s):	Wednesday 9 th May 2018 at 6pm-8:00pm
Venue:	Meeting Room 3, Seven Arches Road, Brentwood, Essex
Course tutor(s):	Mr Daniel Toohey – Monitoring Officer and Head of Legal Services

WHY YOU SHOULD ATTEND THIS COURSE:

It is easy to be confused by the workings of the Council's committees. This course seeks to explain how Full Council works in conjunction with the other committees on the Council and how you can make the best use of the constitutional rules.

SUMMARY OF THE COURSE CONTENT:

To describe the respective roles of the Council and Committee(s) in decision making.

- Council Function
- Committee(s) Function
- Role of the Leader
- Call In
- Budgetary Framework
- Duties of Chairman/Vice Chairman

To outline the conventions and protocols regarding meeting of Full Council

- Speaking
- Raising motion
- Asking question
- Moving amendments
- Role of Mayor and Deputy Mayor

COURSE DESIGNATIONS:

Desirable for all Members

HOUSEKEEPING DETAILS:

Tea/Coffee available

Subject:	DATA PROTECTION (GDPR) AND FREEDOM OF INFORMATION
Date/time(s):	Monday 21 st May 2018 at 10:00am-12noon Wednesday 23 rd May 2018 at 6:00pm-8:00pm
Venue:	Meeting Room 3, Seven Arches Road, Brentwood, Essex
Course tutor(s):	Philip Devonald - Governance Solicitor

WHY YOU SHOULD ATTEND THIS COURSE:

The General Data Protection Regulation (GDPR) is by far the biggest regulatory development in information law in 20 years. The Regulation imposes new obligations on controllers that all organisations must comply with from 25th May 2018.

As a councillor you are a data controller and the duties and responsibilities of the new law will apply to you.

SUMMARY OF THE COURSE CONTENT:

Data Protection

- A brief view of how the new data protection law affects you as a councillor.
- The rights of individuals regarding their personal data
- The obligations of the council and individual councillors to manage and protect personal data.

Freedom of Information

- A brief overview of the FOI system
- How the Council handles requests
- How it interacts with data protection rules

COURSE DESIGNATIONS:

Desirable for all Members

HOUSEKEEPING DETAILS:

Tea/Coffee available

Subject:	WHAT IS THE PLANNING SYSTEM?
Date/Time(s):	Tuesday 5th June 2018 at 6:00pm-8:00pm
Venue:	Meeting Room 3, Seven Arches Road, Brentwood, Essex
Course tutor(s):	Nick Howard - Development Management Team Leader Caroline McCaffrey - Development Management Team Leader Phil Drane - Planning Policy Team Leader Paulette McAllister – Design & Conservation Officer Surinder Atkar – Planning Solicitor

WHY YOU SHOULD ATTEND THIS COURSE:

This Course is a must to understand the important role that members play in the planning application process, what decisions are made by members, what a planning meeting looks like and guidelines for making those decision. A great refresher for existing members.

SUMMARY OF THE COURSE CONTENT:

Induction

- What is Planning
- Understanding the Planning System – “plan-making” and decision-taking” processes

What happens before a decision is made?

- Application types and validation procedures
- Officer delegation – how these decisions are taken and when they are taken
- How member can call applications into Committee
- Avoiding the pitfalls of public canvassing
- Important role of Councillors
- So,what is it like being a member on Planning Committee
- Who makes the Decisions
- Application of Planning Policy
- What are Material Considerations?
- Non- Planning Matters
- Site Visits
- Making a Decision
- Types of Planning Permissions

After a decision is made

- Planning Appeals
- Top Tips

Q & A Session**COURSE DESIGNATIONS:**

Mandatory for all Planning & Licensing Committee Members

Desirable for all

Open to Parish Councils

HOUSEKEEPING DETAILS:

Tea/Coffee available

Subject:	CHAIRMANSHIP SKILLS
Date/time(s):	Thursday 21 st June at 6:00pm-8:00pm
Venue:	Meeting Room 3, Seven Arches Road, Brentwood, Essex
Course tutor(s):	Olwen Dutton - Partner of Anthony Collins Solicitors and Corporate Governance specialist.

WHY YOU SHOULD ATTEND THIS COURSE:

To familiarise elected member with the techniques required to chair meeting effectively.

SUMMARY OF THE COURSE CONTENT:

The Session will enable participant to:

- Identify what makes meeting effective
- Understanding the importance of preparation, structuring and management for the effective chairing of meetings.
- Explore ways of dealing with the problems that can affect meetings, such as conflict, negativity and lack of participation

COURSE DESIGNATIONS:

Desirable for all Chairman and Vice Chairman of various committees (including Mayor and Deputy Mayor)

HOUSEKEEPING DETAILS:

Tea/Coffee available

Subject:	SAFEGUARDING AWARENESS TRAINING
Date/time(s):	Monday 25 th June 2018 at 6:30pm-8:30pm Monday 2 nd July 2018 at 6.30pm-8;30pm Wednesday 4 th July 2018 at 2:00pm-4:00pm
Venue:	Meeting Room 3, Seven Arches Road, Brentwood, Essex
Course tutor(s):	Kim Anderson – Partnership, Leisure & Funding Manager

WHY YOU SHOULD ATTEND THIS COURSE:

All elected Members have a role to play by adhering to best practice, participating in relevant training and reporting any concerns, incidents or allegations to a designated person in accordance with the Council's own procedures. Safeguarding reports cannot be anonymous and should be made in the knowledge that during the course of enquiries, they may be required as a prosecution witness. A briefing document will give more guidance about Members' responsibilities for reporting safeguarding issues. Further information on 'safe working practices' guidelines can be found in the Council's Safeguarding Policy and Procedures.

SUMMARY OF THE COURSE CONTENT:

Safeguarding is everyone's responsibility so by the end of the training Members will be able to:

- understand what is meant by safeguarding
- Know where safeguarding sits nationally and local contexts
- Understand Brentwood Borough Council's role and responsibilities and what this means in practice
- Know how Brentwood Borough Council responds to safeguarding concerns

COURSE DESIGNATIONS:

Desirable for all Members

HOUSEKEEPING DETAILS:

Tea/Coffee available

Subject:	COMMUNICATIONS
Date/time(s):	Thursday 5 th July 2018 at 6:00pm – 8:00pm
Venue:	Meeting Room 3, Seven Arches Road, Brentwood, Essex
Course tutor(s):	Ms Lorne Spicer - Senior Communications Manager

WHY YOU SHOULD ATTEND THIS COURSE:

All members, definitely committee Chairs/Vice Chairs and those with wards in which residents are particularly active.

SUMMARY OF THE COURSE CONTENT:

- Social media – the pros and cons
- Social media – privacy issues for the public and councillors
- The media agenda and how councils and councillors can make the most of it
- Handling community social media – everyone today is a journalist and cameraman
- Forewarned is forearmed! How to deal with media enquiries
- What makes a positive story and how to create positive news

COURSE DESIGNATIONS:

Desirable for all Members

HOUSEKEEPING DETAILS:

Tea/Coffee available

Subject: **PLANNING PROTOCOL**

Date/time(s): Monday 16th July 2018 at 6.00pm-7:00pm

Venue: Meeting Room 3, Seven Arches Road, Brentwood, Essex

Course tutor(s): Surinder Atkar - Planning Solicitor

WHY YOU SHOULD ATTEND THIS COURSE:

To be able to understand the implication for you as a Councillor, of the Council's planning protocol.

To avoid the pitfalls in the planning in terms of conflicts of interest which can arise.

To understand the new protocol and your obligations under of the Code of Conduct.

SUMMARY OF THE COURSE CONTENT:

- The position of "dual hatted" councillors
- Fettering a Councillor's Discretion
- Conduct a Planning meeting
- Pre and post application discussions
- Handing Site Visits
- Lobbying and Public inquiries
- The position of Officers and Members who are applicants and objectors
- Addressing Planning and Licensing Committee where Councillors have a prejudicial interest

Question and Answers Session

COURSE DESIGNATIONS:

Mandatory for all Planning & Licensing Committee Members

Desirable for all

Open to Parish Councils

HOUSEKEEPING DETAILS:

Tea/Coffee available

Subject:	CODE OF CONDUCT
Date/time(s):	DATE TO BE CONFIRMED at 6:00pm-8:00pm
Venue:	Meeting Room 3, Seven Arches Road, Brentwood, Essex
Course tutor(s):	Mr Daniel Toohey – Monitoring Officer and Head of Legal Services

WHY YOU SHOULD ATTEND THIS COURSE:

Understand the Government ethical framework and the duties and responsibilities of Councillors. Particular reference will be made how to avoid the pitfalls of the new Code of Conduct.

SUMMARY OF THE COURSE CONTENT:

Description of the current code of conduct including:

- Responsibilities of Councillors & Attendance requirements
- Standards Committees
- Registration of Interests
- Acceptance of Office
- Gifts and Hospitality
- Complaints Process

Advice on the declaration of interest at relevant meetings including:

- Disclosable Pecuniary Interests
- Non-Pecuniary interest & bias
- Membership of other bodies

General obligations under the Code of Conduct and Protocol of Members/Staff relations.

COURSE DESIGNATIONS:

Desirable for all Members

HOUSEKEEPING DETAILS:

Tea/Coffee available

Subject:	LICENSING TRAINING
Date/time(s):	This training is over two sessions:- Tuesday 10 th July 2018 at 7:00pm-9:00pm & Wednesday 18 th July 2018 at 7:00pm-9:00pm
Venue:	Meeting Room 3, Seven Arches Road, Brentwood, Essex
Course tutor(s):	Mr Paul Adams – Licensing Officer, Joe Cannon and Asitha Ranatunga

WHY YOU SHOULD ATTEND THIS COURSE:

To ensure members of the Planning & Licensing Committee are kept up to date with licensing law and procedures of the committee/sub-committee.

SUMMARY OF THE COURSE CONTENT:

Councillor as interested parties: making representations, applying for reviews, appearing at hearings, Councillor Call for Action.

Councillors as decision-makers: running effective committee hearings, making appeal-proof decisions.

Councillors as policy-makers: developing policies which further your Town Centre vision impose appropriate standards, and incorporate effective restraints such as cumulative impact, hours and zoning.

SESSION 1:

7:00pm Introduction

- Role of the Planning and Licensing Committee
- Areas of Responsibility
- Licensing Sub-Committee
- Conduct of proceeding before the Licensing sub-committee
- Decision making

Licensing Act 2003

- Brief overview of the act and current position
- Licensing objectives
- Licensing Activities
- Representations and Hearing
- Are you fully compliant?
- Offences penalties and enforcement power
- Closure powers
- Alterations to licenses

- Review and summary reviews
- Late night levy and early morning alcohol restriction orders
- Appeals

Questions and Answers Session

SESSION 2:

7:00pm Taxi Licensing

- A brief overview of the current structure of taxi licensing
- The purpose of taxi licensing
- Licensing criteria
- Adoption of the 1976 Act
- Suspension and revocation of driver's licenses
- Renewal of licenses
- Hackney Carriage and Private Hire Drivers
- Hackney Carriage Vehicles
- Private hire Vehicles
- Private Hire Operators
- Child Sexual Exploitation

Questions and Answers Session

COURSE DESIGNATIONS:

Mandatory for all Planning & Licensing Committee Members
Desirable for all

HOUSEKEEPING DETAILS:

Tea/Coffee available at both sessions

Subject:	IT SKILLS
Date/time(s):	DATE TO BE CONFIRMED at 6:00pm-8:00pm
Venue:	Meeting Room 3, Seven Arches Road, Brentwood, Essex
Course tutor(s):	Mr Tim Huggins – ICT Manager

WHY YOU SHOULD ATTEND THIS COURSE:

With the emphasis on using the computer in an informal and relaxed atmosphere, delegates are coaxed into discovering and exploring the functions of the IT world. This will help them gain the necessary experience and confidence when using existing and new application as part of their role as a Brentwood Borough Councillor.

SUMMARY OF THE COURSE CONTENT:

- The Equipment
- The 'Window' environment
- Using the tools
- Internet theory
- The difference between an internet and an intranet
- The search engine
- The browser – Internet Explorer basics
- Toolbars
- Favourites
- Where to start
- Hints and Tips

Questions and Answers Session

COURSE DESIGNATIONS:

Desirable for all Members

HOUSEKEEPING DETAILS:

Tea/Coffee available

Subject: NEW MEMBER'S PORTAL

Date/time(s): Tuesday 17th July at 3:30pm-4:30pm
Monday 23rd July at 6:00pm-7:00pm
Tuesday 24th July at 6:30pm-7:30pm

Venue: Meeting Room 3, Seven Arches Road, Brentwood, Essex

Course tutor(s): Lorraine Jones & Adrian Poole

WHY YOU SHOULD ATTEND THIS COURSE:

Demonstration of new Members Portal

SUMMARY OF THE COURSE CONTENT:

1. Learn how to log in to the new Members Portal and create an account
2. Learn the features of the portal
3. Learn how to track an enquiry

COURSE DESIGNATIONS:

Desirable for all Members

HOUSEKEEPING DETAILS:

Tea/Coffee available

BOOKING FORM

Member's Training Courses

Name:

I wish to attend the following course/s.

Course Title	Date/Time/Venue	Please tick
NEWLY AND RE-ELECTED COUNCILLORS – WELCOME AND INDUCTION	Tuesday 8 th May 2018 at 6:00pm-8:00pm	
HOW THE COUNCIL WORKS	Wednesday 9 th May 2018 at 6:00pm-8:00pm	
DATA PROTECTION (GDPR)/ FREEDOM OF INFORMATION	Monday 21 st May 2018 at 10:00am-12noon	
	Wednesday 23 rd May 2018 at 6:00pm-8:00pm	
PLANNING TRAINING	Tuesday 5 th June 2018 at 6:00pm-8:00pm	
CHAIRMANSHIP SKILLS	Thursday 21 st June 2018 at 6:00pm-8:00pm	
SAFEGUARDING	Monday 25 th June 2018 at 6:30pm-8:30pm	
	Monday 2 nd July 2018 at 6:30pm-8:30pm	
	Wednesday 4 th July 2018 at 2:00pm-4:00pm	
COMMUNICATIONS	Thursday 5 th July 2018 at 6:00pm-8:00pm	
PLANNING PROTOCOL	Monday 16 th July 2018 at 6:00pm-7:00pm	
LICENSING TRAINING	Tuesday 10 th July 2018 at 7:00pm-9:00pm & Wednesday 18 th July 2018 7:00pm-9:00pm	

	Please note, this training will be over 2 sessions.	
IT SKILLS	*DATE TO BE CONFIRMED at 6:00pm-8:00pm	
CODE OF CONDUCT	*DATE TO BE CONFIRMED at 6:00pm-8:00pm	

MEMBERS WILL BE NOTIFIED IMMEDIATELY ONCE TO DATE HAS BEEN CONFIRMED

Please indicate any assistance, access or dietary requirements:

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FEEDBACK FORM

Name:

Date:

Title of Training Course:

Course Provider:

Please tick the appropriate box for each line and add any further comments as necessary.

	Excellent	Good	Average	Poor	Comments
Format of the session					
Was the duration of the training adequate?					
Content covered					
Ease of understanding					
Trainers style					
Supporting materials					

Did the course meet your requirements?

Yes / No

Any further comments

Do you feel that you would like training on a subject not included in the Member's Training Programme? Please state the training required.

PLEASE RETURN TO:

Claire Mayhew, Corporate & Democratic Services Manager
 Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY
 Email: claire.mayhew@brentwood.gov.uk Tel: 01277 312741

