

## **Scrutiny Standing Panel Agenda**



### **Constitution and Members Services Scrutiny Standing Panel Tuesday, 4th March, 2008**

**Place:** Committee Room 1, Civic Offices, High Street, Epping

**Time:** 7.30 pm

**Democratic Services  
Officer:** Zoe Folley, Research and Democratic Services  
Tel: 01992 564532 Email: zfolley@eppingforestdc.gov.uk

**Members:**

Councillors R Church (Chairman), R Morgan (Vice-Chairman), J Demetriou, R D'Souza, D Jacobs, J Markham, Mrs M McEwen, T Richardson, B Rolfe, D Stallan and Mrs J H Whitehouse

**A BRIEFING FOR THE CHAIRMAN OF THE PANEL WILL BE HELD AT 7.00 PM PRIOR TO THE MEETING**

**1. APOLOGIES FOR ABSENCE**

**2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

(Assistant to the Chief Executive) To report the appointment of any substitute members for the meeting.

**3. DECLARATION OF INTERESTS**

(Assistant to the Chief Executive). To declare interests in any items on the agenda.

In considering whether to declare a personal or a prejudicial interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a personal and prejudicial interest in any matter before an OS Committee which relates to a decision of or action by another Committee or Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 11 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a

matter.

**4. NOTES OF THE LAST MEETING - 15 JANUARY 2008 (Pages 3 - 6)**

Attached.

**5. WORK PROGRAMME (Pages 7 - 8)**

(Chairman/Lead Officer). Attached.

**6. MEMBER TRAINING REVIEW (Pages 9 - 30)**

To consider a report (attached).

**7. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE**

To consider which reports are ready to be submitted to the Overview and Scrutiny Committee at its next meeting.

**8. FUTURE MEETINGS**

The next programmed meeting of the Panel will be held on 28 April 2008 at 7.30 pm in CR1.

**EPPING FOREST DISTRICT COUNCIL  
NOTES OF A MEETING OF CONSTITUTION AND MEMBERS SERVICES SCRUTINY  
STANDING PANEL  
HELD ON TUESDAY, 15 JANUARY 2008  
IN COMMITTEE ROOM 1  
AT 7.30 - 8.04 PM**

<b>Members Present:</b>	R Church (Chairman), R Morgan (Vice-Chairman), K Chana, R D'Souza, Mrs R Gadsby, J Markham, Mrs M McEwen, T Richardson, H Ulkun and Mrs J H Whitehouse
<b>Other members present:</b>	Mrs D Collins
<b>Apologies for Absence:</b>	J Demetriou, D Jacobs, B Rolfe and D Stallan
<b>Officers Present</b>	I Willett (Assistant to the Chief Executive), C Overend (Policy & Research Officer) and Z Folley (Democratic Services Assistant)

**9. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

Noted that Councillor Mrs R Gadsby was attending the meeting as a substitute for Councillor Mrs J Demetriou, Councillor K Chana was substituting for Councillor B Rolfe and Councillor H Ulkun was substituting for Councillor D Stallan.

**10. DECLARATION OF INTERESTS**

No declarations of interests were made pursuant to the Member Code of Conduct.

**11. NOTES OF THE LAST MEETING - 11 DECEMBER 2007**

Noted.

**12. WORK PROGRAMME**

The Panel considered the following points:

**(5) Local Government and Public Involvement In Health Act 2007**

**Frequency of Elections**

It was reported that the Panels report on the above would be submitted to the next OSC on 31 January 2007 who would also be considering an amended report on the need for a three weekly cycle of the Area Plans Committees.

**(11) Members Training Programme**

It was reported that items had been placed in the Council Bulletin seeking ideas for inclusion in next years Training Programme. The Panel were encouraged to bring forward ideas for the plan for consideration at their next meeting in February 2008.

**13. LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007 - EXECUTIVE ARRANGEMENTS**

The Panel considered a report on the Act relating to Executives.

The Panel were asked to:

- (1) To consider whether to recommend decisions in principle on the following aspects of the Act relating to Executives;
  - (a) Form of Executive;
  - (b) Carrying out of functions; and
  - (c) Removal of leader
  
- (2) To defer consideration of the required changes to the Constitution, pending further government regulations.

The Panel considered each option:

**Form of Executive**

**(a) Elected Mayor and Cabinet or Leader and a Cabinet?**

Concern was expressed about the implications of having an elected Mayor and Cabinet. Concern was expressed about the risk of this causing frequent 'conflicts of interest' during decision making.

The Panel asked about the resource implications of opting for an Elected Mayor and whether it would require a separate budget? The Panel noted the need for a further discussion on this at a later date should the option be adopted.

Having considered the issues **Agreed** that a report be made to the Council recommending that the principle of an elected Mayor and Cabinet not be taken up and the option of a Leader with a Cabinet be pursued.

**(b) Leader**

**Agreed** that the report also draw the Councils attention to the following points:

- (a) need for a delegation of executive functions to be determined by the Leader or the Mayor and drawn up in written form following the appointment of the new executive;
- (b) further reviews of delegation of executive functions to the Cabinet, Cabinet Committees, Portfolio Holders and officers.
- (c) the Council to pass a resolution to adopt the Elected Mayor model, having complied with the various requirements of the Act, including the statement under 7(e) above.

A Member stressed the need to maximise Member involvement in the decision making process. It was felt that since the introduction of the Executive Arrangements, there had been a loss of this. There was a need to look at ways of encouraging Member from all parties to become more involved in meetings and training courses.

Reference was made to Three Rivers Council where Portfolio Holders regularly attended 'Committee meetings to canvass views on decisions. A Member felt that this type of approach should be factored into any new process adopted.

**ACTION:**

Assistant to the Chief Executive to prepare report for submission to the Overview and Scrutiny Committee and Full Council.

**14. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE**

Reports were due from the Panel on the frequency of Elections and the Area Plans Sub – Committees.

**15. FUTURE MEETINGS**

Noted that the next meeting of the Panel would be held on 28 April 2008 at 7.30 p.m in CR1. (Subsequently moved to 4 March 2008).

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<b>Constitution and Member Services Standing Panel</b>			
<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) Review of May 2007 Elections	21 June 2007	Completed on 21 June 2007	<b>4 March 2008</b>
(2) Review of Protocol on Outside Organisations	11 October 2007	Completed - on 11 October 2007	28 April 2008
(3) Cabinet operations in Emergency Situations	11 October 2007	Completed - on 11 October 2007	
(4) Review of Polling Stations	11 October 2007	Completed on 11 October 2007	
(5) Local Government White Paper: Changes to OS (including Community Call for Action) Electoral Cycle Local Strategic Partnerships Executive Functions		Report on Whole Council Elections agreed at OSC on 31 Jan 08 and to be submitted to Council on 19 Feb 08.  Reports on Executive to be considered by the OSC on 6 March and Council on 22 April 08  Further reports on Overview and Scrutiny will be made when government regulations available <b>Completed</b> - on 11 October 2007	
(6) OS Review Seminar - 18 September 2007	11 October 2007	<b>Completed</b> - on 11 October 2007	
(7) Determination of Members' Planning Applications	11 October 2007	<b>Completed</b> - on 11 October 2007 Report to be submitted to Full Council in December 2007	
(8) Cabinet Committees	11 October 2007	<b>Completed</b> - on 11 October 2007 Report to be submitted to Full Council in December 2007	
(9) Communications and access to information both within this Council and between other Authorities.	20 November 2007	<b>Completed</b> by the Panel on 20 November 2007	
(10) Review of meeting cycle of Area Plans Sub Committees	20 November 2007	<b>Completed</b> Report submitted to the OSC which asked for a further report	
(11) Member Training Review	4 March 2008		
(12) Annual Review of Contract Standing Orders/Financial Delegation	28 April 2008		

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## **Report to Constitution and Members' Services Standing Scrutiny Panel**

**Date of meeting: 4 March 2008**

# SCRUTINY



**Portfolio:** Leader

**Subject:** Member Training Programme 2008/09

**Officer contact for further information:** I Willett (01992 564243)

**Democratic Services Assistant:** Z Folley (01992 564532)

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### **Recommendations:**

- (1) To consider the comments made by Councillors on the member training programme;**
- (2) To consider arrangements for Member Induction in May 2008;**
- (3) To consider the following:**
  - (a) courses to be discontinued;**
  - (b) inclusion of additional courses on:**
    - **Section 106 Agreements**
    - **Forward Planning issues**
  - (c) skills training arrangements/awareness sessions.**
- (4) To consider whether any courses should be recommended as mandatory and whether the Remuneration Panel should be asked to look at the issue of non attendance;**
- (5) To consider a policy on daytime, evening and weekend courses.**

### **Report:**

1. This report deals with the member training programme for 2008/09. The following documents are enclosed:

- ... (a) the summary programme for 2007/08 (Appendix 1);
- ... (b) course attendances during 2007/08 (Appendix 2);
- ... (c) consultation submissions by Councillors (Appendix 3); and
- ... (d) note of Overview and Scrutiny Committee decisions on training (Appendix 4).

## Overview of Member Responses

### 2. Valuable Courses

(a) M2 (Code of Conduct), M3 (Introduction to Planning), M4 (Planning Protocol), M9 (Housing Appeals Panel)\*, M10 (Finance etc)\*, M11 (Licensing Panel)\* (Councillor P Smith).

\*Panel Members only;

(b) Personal skills sessions, awareness sessions\* (particularly those recurrent issues or a service) (Councillor Jon Whitehouse).

\*Awareness sessions should be held less frequently than annually;

(c) M8 (Climate Change), M15 (Emergency Planning) and M17 (Chairmanship) may be of interest to LSP (and steering groups) (Councillor P Smith).

### 3. Courses which might be discontinued

(a) Any session not available to Parish and Town Councillors or officers (Councillor P Smith).

### 4. When to hold courses?

(a) Half day sessions preferable to a full day. Evening courses acceptable but less likely to attend weekend courses (Councillor P Smith);

(b) Daytime appropriate for retired Councillors but almost impossible for those in full time work. Evening courses are acceptable provided clashes with other meetings are avoided. No objection to occasional weekend sessions (Councillor K Angold-Stephens);

(c) Unable to attend normally due to work commitments. Evening sessions should start at 7.30pm at the earliest and end at 10.00pm. Weekend sessions underused and could attend if these were held more frequently (Councillor M Cohen);

(d) Daytime courses need to be outstanding to justify time off work. Often not enough detail in advance to judge. Evening courses are preferred option if do not start too early. Weekend sessions - morning only preferred. (Councillor Jon Whitehouse).

### 5. Other Comments

(a) Non attendance at mandatory courses could be reflected in remuneration scheme (Councillor P Smith);

(b) New course suggestion - Partnership Working (Improvement) (Councillor P Smith);

(c) Election period needs to be taken into account in planning the training programme (Councillor K Angold-Stephens);

(d) Explore Continuing Professional Development (CPD) as accreditation for courses to ensure greater attendance from professional members (Councillor M Cohen);

(e) New course suggestion - Telecoms and Section 106 Agreements.

## **6. Overview and Scrutiny Committee Proposals**

- (a) New course - How Matters are Considered by Committees (Councillor A Cooper);
- (b) New course - Supply of Information to Councillors (Councillor A Cooper);
- (c) Local/National Planning and Current/Related Issues (Councillor A Cooper).

## **7. Officer Commentary**

### **7.1 Planning**

It is suggested that the three planning courses be retained in the programme. The Director of Planning and Economic Development plans a programme comprising:

- (a) Introduction;
- (b) Planning Appeals/Other Current Issues
- (c) Forward Planning (June 2008) – Local Development Framework, East of England Plan Implications.

A separate course is planned on Section 106 Agreements (possibly daytime course). A course on Telecoms is likely to be held during 2007/8.

### **7.2 Finance**

The Panel should consider whether a further course on the budget and local government finance should be held. In recent years, the Council has used a trainer from CIPFA which has been well received but is expensive. The existence of an ongoing training programme on finance and budgets is a KLOE under the use of resources assessment.

### **7.3 Information Technology (ICT)**

It is proposed to repeat the introductory ICT course for members and the "Platinum" training on the COMS system in May 2008.

### **7.4 Service Awareness Sessions**

In the 2007/8 programme, two service awareness sessions were proposed. One of these (on Environmental Services) was cancelled through lack of support and because major changes were being undertaken in this service area as a result of the Top Management Restructuring. This session could be included in the 2008/9 programme as "Cleaner, Safer, Greener" initiative.

A session on Emergency Planning was also held. It was a popular course and involved Parish and Town Councils and partner agencies. It has been suggested that a similar course could be held to deal specifically with rest and reception centres. If appropriate, a short awareness session on Emergency Planning could be held earlier in the year for new members. This might form part of the induction arrangements.

In addition, the Panel should bear in mind the request of the Overview and Scrutiny Committee that a course on "where to find information" should be held. This would be suitable for providing service information but at a less detailed level.

## **7.5 Induction**

... A copy of the 2007/8 induction seminar is enclosed (Appendix 5). The Panel should review their preferred arrangements. The course was somewhat "compressed" last year. Is there advantage in extending the length of the course to incorporate sessions such as emergency planning referred to in 7.4?

## **7.6 Personal Skills/Awareness Courses**

The Panel may wish to review the following courses from 2007/8 and express views on whether they should continue:

- (a) Climate Change (M7)
- (b) Safeguarding Children (M13)
- (c) Dealing with Difficult People etc (M16)
- (d) Chairmanship (M17)\*
- (e) Equalities and Diversity (M18)
- (f) Effective Reading (M20)\*
- (g) Public Speaking (M21)\*
- (h) Cabinet Awareness (M6)
- (i) Media Skills (M14)\*\*/Advanced Media Skills (M27)\*\*

\*These courses have been provided in recent years by the East of England Regional Assembly (EERA). In discussion with those trainers, it is apparent that these sessions could be provided in a different format, namely one whole day session in the three modules which would allow members to opt in without staying for the whole day. The course would not be of the same depth but could allow more detailed courses to be held when demand was sufficient. There could also be cost advantages.

\*\*Course M14 has been held for several years and is designed to enhance the skills of members involved in radio interviews. M27 has been mooted this year and involves TV/Webcasting skills. M14 has always been well received and the Panel is asked whether both should be pursued. These courses are expensive and there would need to be careful review of budget allocations for the overall programme.

## **7.7 Overview and Scrutiny – Review**

One informal review session was held during 2007/8. It was poorly attended but produced some proposals. Does the Panel wish to programme a further session in 2008/9?

## **7.8 Remaining Courses**

It is suggested that M2 (Code of Conduct), M4 (Planning Protocol), M9 (Housing Appeals), M22 (Staff Appeals) and M23 (Complaints) should be retained.

## **7.9 Mandatory Courses**

Does the Panel wish to recommend those courses which should be regarded as mandatory either for all councillors or categories? Should the Remuneration Panel be asked to look at the question of non attendance in such cases?

Possible mandatory courses could be:

<b>Subject</b>	<b>Mandatory for</b>
• All planning courses	All members of Council who serve on Area Plans Sub Committees
• Code of Conduct	All members
• Planning Protocol	All members
• ICT/COMS	All members
• Licensing Committee	Licensing Committee members
• Housing Appeals )	
• Staff Appeals )	Panel members
• Complaints )	

## **8. Budget**

**8.1** The final budget for 2008/9 has not been finalised at the time of writing but is expected to be around £7,500.

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## List of Members' Training Courses

Ref. No.	Course Title	Date
M1	New Member Welcome and Induction	8 May 2007
M2	Code of Conduct	9 May 2007
M3	Introduction to Planning	10 May 2007
M4	Planning Protocol	15 May 2007
M5	IT Skills for Members	21 May 2007
M6	Cabinet Awareness	22 May 2007
M7	COMS - Committee Management Systems (Platinum)	24 May 2007
M8	Awareness Session: Climate Change and what Local Authorities can do.	8 June 2007
M9	Housing Appeals and Homelessness Reviews	14 June 2007
M10	Finance Audit and Governance Committee	15 June 2007
M11	Licensing Panel – Introduction	21 June 2007
M12	Planning - Follow Up (s)	4 September 2007
M13	Safeguarding Children and Your Role As A Councillor	10 September 2007 – Cancelled – Insufficient demand.
M14	Media Skills	Part 1– 21 September 2007 Part 2–28 September 2007
M15	Awareness Session: Emergency Planning	1 October 2007
M16	Dealing with Difficult People and Situations	5 October 2007
M17	Chairmanship	19 October 2007
M18	Awareness Session: Environmental	22 October 2007 – Cancelled – Pending service restructure

<b>M19</b>	<b>Equalities and Diversity</b>	<b>26 November 2007</b>
<b>M20</b>	<b>Effective Reading</b>	<b>18 January 2008</b>
<b>M21</b>	<b>Public Speaking</b>	<b>8 February 2008</b>
<b>M22</b>	<b>Staff Appeals Panel</b>	<b>When required – Not required</b>
<b>M23</b>	<b>Complaints Panel</b>	<b>When required – Not required</b>
<b>M24</b>	<b>ICT Drop In Sessions</b>	<b>To be advised – Not arranged</b>
<b>M25</b>	<b>New Governance Arrangements – Local Government Bill</b>	<b>To be advised – Dealt with in O&amp;S Committee.</b>
<b>M26</b>	<b>Overview and Scrutiny Review</b>	<b>18 September 2007</b>
<b>M27</b>	<b>Advanced Media Skills – Front of Camera</b>	<b>11<sup>th</sup> &amp; 12<sup>th</sup> April 2008 (TBC)</b>





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**From:** "Ken Angold-Stephens" <ken@angold-stephens.co.uk>  
**To:** "Kim Partridge" <Kpartridge@eppingforestdc.gov.uk>  
**Date:** 20/01/08 17:48:47  
**Subject:** O & S

Dear Kim

I think it might be a good idea to hold over the review seminar until after the election so that we can take on the needs of the new members, however if this is not possible I feel we have enough experience now to be able to make sensible judgements about likely needs before the annual meeting.

I would like to attend a training session for Cabinet members as it would be informative even if the likelihood of me ever becoming a Cabinet member is minimal!

Ken Angold-Stephens

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Version: 7.5.516 / Virus Database: 269.19.7/1234 - Release Date: 20/01/2008  
14:15

## Member Questionnaire – Training 2008/9

Name: K. E. ANGLD-ST. STEPHENS

## 1. What are your views of Cabinet member training?

GOOD FAMILIARISATION FOR ALL MEMBERS ALTHOUGH  
MY CHANCES ARE LIMITED!

## 2. Which parts of the 2007/8 programme do you feel are;

## (a). Valuable

ALL ARE VALUABLE FOR NEW MEMBERS  
SOME ARE USEFUL AS REVISITAN FOR SEASOED MEMBERS

## (b). Could be discontinued

I DO NOT SEE ANY THAT CAN BE DISCONTINUED

## 3. Attendance at Courses

This continues to be a problem. What comments would you like to make about;

## (a). daytime courses?

OK FOR THK RETIRED BUT ALMOST IMPOSSIBLE  
FOR THOSE IN FULL TIME WORK

## (b). evening courses?

FINE IF THEY DO NOT CLASH WITH MEETINGS

## (c). weekend courses?

I HAVE NO OBJECTION OCCASIONALLY, OTHERS  
MIGHT

## 7. Any other comments

Attendance will be more difficult before the  
election. Some have to be after the election as they  
are aimed at new councillors. Could make elections  
crowded by end of year.

Signed K. E. Angld St. Stephens Date 26/1/08

PLEASE RETURN BY 1 FEBRUARY 2008 TO KIM PARTRIDGE

Member Questionnaire – Training 2008/9

Name: Mitch Cohen

1. What are your views of Cabinet member training?

Excellent idea.

2. Which parts of the 2007/8 programme do you feel are;

(a). Valuable

All - any education is useful.

(b). Could be discontinued

3. Attendance at Courses

This continues to be a problem. What comments would you like to make about;

(a). daytime courses?

Can very rarely attend due to work commitments.

(b). evening courses?

Need to start no earlier than 7-30 (and end by 10 pm)

(c). weekend courses?

Presently much underused - if it were provided I could attend more

7. Any other comments

Have courses / EOPC approval or external trainer with various professional bodies or CPD - 'professional' members would be far more likely to attend.

Signed [Signature] Date 18/1/08

PLEASE RETURN BY 1 FEBRUARY 2008 TO KIM PARTRIDGE



Member Questionnaire – Training 2008/9

Name: ..... Cllr. Penny Smith .....

1. What are your views of Cabinet member training?

..... No comments .....

2. Which parts of the 2007/8 programme do you feel are;

(a). Valuable <sup>All councillors</sup> COURSES (M2, M3, M4) <sup>Panel Members</sup> (M9, M10, M11) .....

(b). Could be discontinued  
..... ANY SESSION NOT AVAILABLE TO PARISH/TOWN COUNCILS  
+ RELEVANT OFFICERS .....

3. Attendance at Courses

This continues to be a problem. What comments would you like to make about;

(a). daytime courses?  
..... HALF DAY SESSIONS PREFERABLE TO FULL DAY .....

(b). evening courses?  
..... ACCEPTABLE .....

(c). weekend courses?  
..... ~~UNWILLING TO ATTEND~~  
NOT LESS LIKELY TO ATTEND .....

AVAILABILITY OF COURSES  
EG. M8, M15, M17  
MAY BE OF INTEREST  
TO MEMBERS OF LSP  
especially those of  
STEERING GROUPS.  
P.  
4 FEB.

7. Any other comments

..... NON ATTENDANCE AT MANDATORY COURSES COULD BE  
REFLECTED BY THE LEVEL OF REMUNERATION RECEIVED .....

\* NEW COURSE: IMPROVING PARTNERSHIP WORKING Principle Partners  
+ All other Partners.

Signed ..... *Penny Smith* ..... Date 23 JANUARY 2008

PLEASE RETURN BY 1 FEBRUARY 2008 TO KIM PARTRIDGE

4 FEBRUARY 2008 31



**From:** "Jon Whitehouse" <jonwhitehouse@lineone.net>  
**To:** "Kim Partridge" <kpartridge@eppingforestdc.gov.uk>  
**Date:** 17/02/08 21:35:37  
**Subject:** Member Questionnaire - Training 2008/09

Kim,

I've just come across your questionnaire. I see you wanted responses by 1 Feb but hope this is still helpful.

Q1 (Cabinet member training) - Not applicable

Q2 (a) (Valuable) - The personal skills sessions, awareness sessions (especially when about a specific current issue or council service)

Q2 (b) (Discontinue) - awareness courses should be carried out less often than annually

Q3 (a) daytime - courses need to be outstandingly good or useful in order to justify taking time off work; often the information supplied about the topics to be covered and learning objectives is minimal; (b) evening - preferred option if they don't start too early but need to be well structured to make best use of the limited time available (c) weekend - morning sessions preferred to all day; works well for seminars on specific issues.

Regards,

Jon

--

Jon Whitehouse  
01992 561875  
078 5485 1628

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**From:** Simon Hill  
**To:** Partridge, Kim; Willett, Ian  
**Date:** 18/01/08 07:34:19  
**Subject:** Members training programme 2008/09

Dear all

You asked for views about the members training programme

OSC at their meeting on 13/12 agreed a response to Cllr Cooper concerns about communication as part of that response they agreed two things that will effect the training programme:

(i) That consideration be given to including a session within the Members Training Programme about how issues are considered by the Councils Committee and where to go for information about services; and

(ii) That future planning training sessions cover the main aspects of the various local and national plans and related current issues.

Could any review address these points please.

Simon Hill  
Senior Democratic Services Officer  
Research and Democratic Services  
Epping Forest District Council  
Civic Offices, High Street, Epping, Essex CM16 4BZ

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Tel: 01992 564249  
Fax: 01992 564445

E mail: [shill@eppingforestdc.gov.uk](mailto:shill@eppingforestdc.gov.uk)

**CC:** Land, Barry

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## APPENDIX 5

<b>COURSE NO.</b>	M1	
<b>SUBJECT:</b>	New Member Induction	
<b>DATE(S)</b>	8 May 2008	
<b>VENUE:</b>	Civic Offices, Epping	
<b>TIME/DURATION:</b>	Session 1 6.30pm	Committee Room 2
	Session 2 7.30pm	Council Chamber
	Session 3 8.00pm	Council Chamber
	Session 4 8.30pm	Council Chamber

### SUMMARY OF COURSE CONTENT

An open session for new members to meet existing Councillors and senior officers in a relaxed setting.

#### **Session 1– 6.30pm- Introduction to the Council and the District – Committee Room 2**

Certain housekeeping items will be dealt with at this event, including:

- Issue of office entry cards
- Photographs for publicity purposes
- Signing of Declarations Of Acceptance Of Office

#### **Session 2– 7.30pm- Introduction to the Council and the District - Council Chamber**

#### **Session 3 – 8.00pm – Council Chamber**

Essential advice for new members on

- Code of Conduct
- procedures and protocols
- member training opportunities
- role of political groups
- administrative and domestic arrangements
- essential steps for new members

#### **Session 4 – 8.30pm Council Chamber**

- Current issues and concerns
- Opportunity for informal discussions and questions with Chief Officers

### **COURSE TUTOR(S)**

Chairman of the Council (HOST)

Session 2 - Peter Haywood

Session 3 – Ian Willett

Session 4 – John Scott

Heads of Service to attend

### **SUITABLE FOR:**

Obligatory for New Councillors (Sessions 1 ~ 4)

Desirable for Group Leaders (Session 2 and 4)

**HOUSEKEEPING DETAILS:** Buffet in Members' Room from 6.30pm