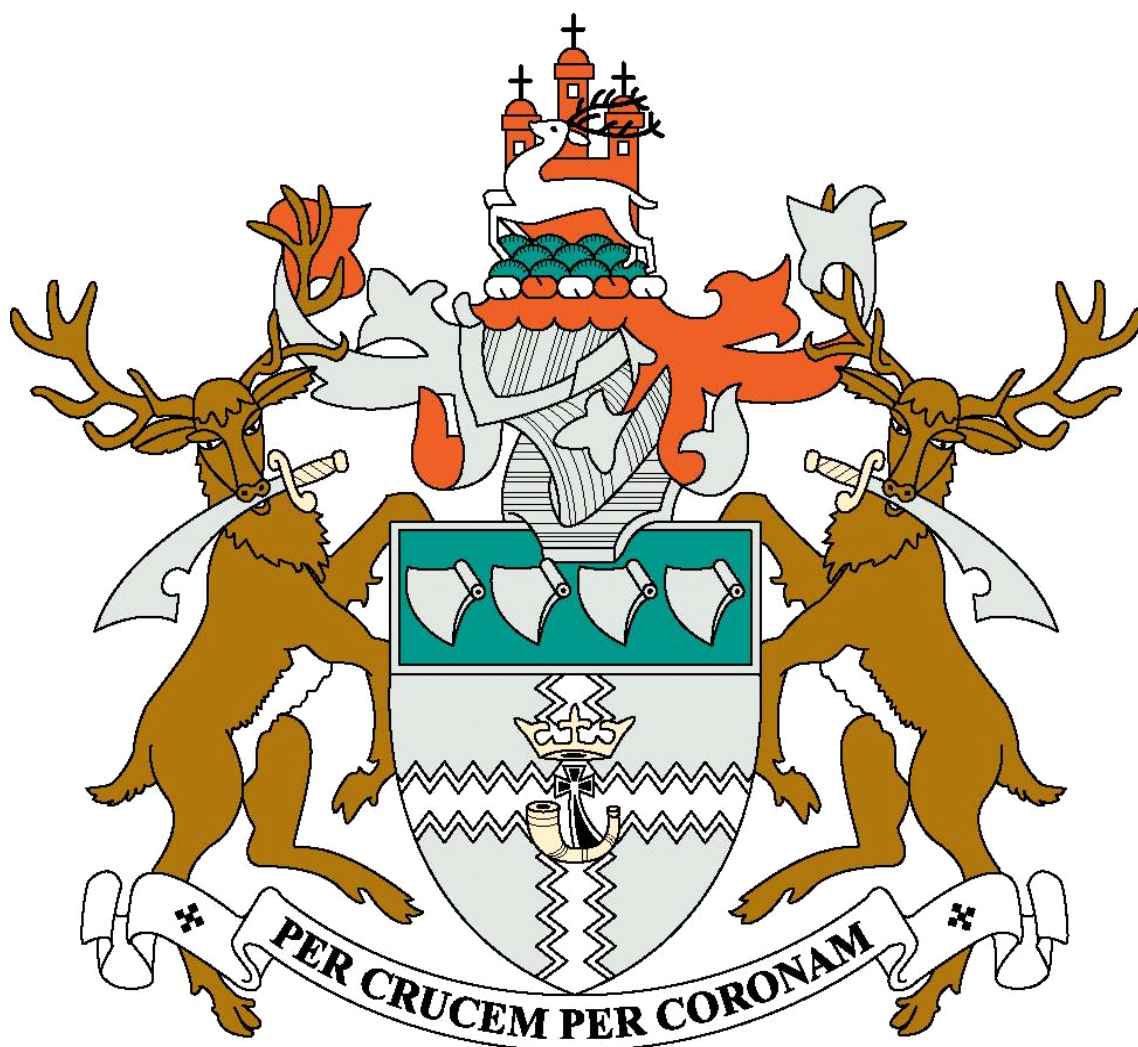


Councillor Development Programme 2010/11 Prospectus



Epping Forest District Council
www.eppingforestdc.gov.uk



Councillors' Training Programme 2010/11

Introduction

- Welcome to the Councillors' training programme for 2010/11. In the prospectus which follows, you will find a range of courses designed to increase your knowledge and awareness of the Council, both locally 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 Councillor.
- Some are run by Council staff and others by external specialists. Some are strongly participative, others more traditional in format. All are designed to be informal and to foster exchanges of views and questions.
- Some are available to your colleague Councillors from Parish and Town Councils. This is to make the best use of resources and to reflect the fact that in many aspects of local government, all Councillors have common needs.
- Some are designated "obligatory". This means that, for relevant Councillors, attendance is a necessary pre-requisite to becoming involved in a 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 particular relevance to newly-elected Councillors.
- If designated "desirable", this recognises that established members may have already attended the course. However, regular repeats will often help to refresh members' knowledge. "Optional" courses or those marked as being "of interest" are those which may not be a direct requirement but which members may find useful and increase your background knowledge of the Council.
- There is a booking form at the end of the prospectus. Please complete this and return it as soon as you can to the address given on the form, remember to book yourself onto the courses which are obligatory.
- All qualify for reimbursement of travel and subsistence costs except, in the case of subsistence, where catering is provided by the Council as part of the course.
- Depending on demand, repeat courses can be arranged on an ad hoc basis.
- Once you have submitted your booking form you will receive notification that you have a place on your chosen courses, together with joining instructions. If having booked a course, you are unable to attend, please notify Kim Partridge (ext 4443) (email kpartridge@eppingforestdc.gov.uk). This will enable your place to be offered to someone else.

List of Members' Training Courses

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COURSE NO. M1

SUBJECT: New Member Welcome and Induction

DATE(S)

VENUE: Committee Room 1, Civic Offices, Epping

TIME/DURATION: 7.00pm ~ 9.00pm

SUMMARY OF COURSE CONTENT

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

Session 1 - 7.00pm

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

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 2 - 8.00pm

- Introduction to the Council and District
- Current issues and concerns
- Opportunity for informal discussions and questions with Service Directors

COURSE TUTOR(S)

Chairman of the Council (HOST)

Session 1 – Ian Willett

Session 2 – Peter Haywood (Chief Executive) and Derek Macnab (Deputy Chief Executive)

Service Directors to attend

SUITABLE FOR:

Obligatory for New Councillors (Sessions 1 and 2)

Desirable for Group Leaders (Session 2)

HOUSEKEEPING DETAILS: Light buffet in Members' Room from 6.30pm

COURSE NO. M2
SUBJECT: IT Skills for Members (Gold)
DATE(S)
VENUE: ICT Training Suite, Civic Offices, Epping
TIME/DURATION: 6.00pm ~ 9.00pm

COURSE OBJECTIVES

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 applications as part of their role as an Epping Forest District councillor

SUMMARY OF COURSE CONTENT

- The Equipment
- The 'Windows' environment
- Using the tools
- Internet theory
- The differences between an internet and an intranet
- The search engine
- The browser - Internet Explorer basics
- Toolbars
- Favourites
- Where to start
- Hints and Tips
- Workshop/familiarisation

NB. Content for this course may be subject to alteration at short notice.

COURSE TUTOR(S)

Chris Askew - ICT

SUITABLE FOR:

Members who have had little or no exposure to computers or who would like refresher training to boost confidence

HOUSEKEEPING DETAILS:

Tea and Coffee in Members' Room

COURSE NO. M3

SUBJECT: Committee Management Systems (COMS) (Platinum)

DATE(S)

VENUE: ICT Training Suite, Civic Offices, Epping

TIME/DURATION: 6.00pm ~ 9.00pm

COURSE OBJECTIVES

To enable members to access the Committee Management System remotely and to successfully search and retrieve Committee Documents including all agendas and minutes of council meetings.

The Committee Management System also contains a wide variety of information and contacts essential to Councillors in their day-to-day role.

SUMMARY OF COURSE CONTENT

1. Introduction to the aims and background of the course.
2. The Democratic Services E-Government Strategy from the members' perspective.
3. Remote Access Policies and Application Forms Completion
4. Hardware/Software Standards required for use of the system.
5. The theory of logging onto the Councils network remotely.
6. Practical demonstration of accessing the network.
7. Potential connection problems.
8. Email notification
9. Basic Committee Management System (COMS) operations:
10. Overview of the application
11. Differences between the Intranet and Internet views – knowing when you need to log on remotely
12. Searching for files and documents
13. Viewing PDF Documents
14. Other information available on the application
15. Workshop and questions

COURSE TUTOR (S)

Chris Askew - ICT

Simon Hill – Senior Democratic Services Officer

SUITABLE FOR:

Councillors using their own computer equipment to connect to the Councils Extranet.

HOUSEKEEPING DETAILS:

Tea and Coffee in Members' Room

COURSE NO. M4

SUBJECT: Introduction to Planning

DATE(S)

VENUE: Council Chamber, Civic Offices, Epping

TIME/DURATION: 7.30pm ~ 9.30pm

COURSE OBJECTIVES

To familiarise members of the Council and others with the legal and procedural basis of the Authority's planning role.

SUMMARY OF COURSE CONTENT

The following elements will be covered during the course:

- An overview of the planning system – its purpose, the roles of the various authorities, a 'plan-led' system.
- Determining planning applications – role of officers and the committees, what is permitted development, how applications are dealt with, what is material, appeals in brief.
- The expectations imposed from above, i.e. the D.C.L.G.

COURSE TUTOR(S)

Barry Land - Assistant Director (Development Control)

SUITABLE FOR:

Obligatory for new District Councillors
Desirable for other District Councillors as a refresher
Optional for Parish and Town Councillors and Clerks

HOUSEKEEPING DETAILS:

Tea and Coffee in Members' Room

COURSE NO. M5
SUBJECT: Code of Conduct
DATE(S)
VENUE: Council Chamber, Civic Offices, Epping
TIME/DURATION: 7.30pm ~ 9.30pm

To provide an outline of the Government's ethical framework and the duties and responsibilities of Councillors. Particular reference will be made to the new Code of Conduct, which is now in force.

SUMMARY OF COURSE CONTENT

1. Description of the Government's ethical framework including:
 - Codes of Conduct
 - Standards Board for England/Standards Committees
 - Registration of Interests
 - Acceptance of Office
 - Gifts and Hospitality
2. Advice on the declaration of interests at relevant meetings including:
 - Personal interests
 - Prejudicial interests
 - Membership of other bodies
3. General obligations under the Code of Conduct
4. The course will also outline the changes made under the recent revised version of the Code.

Note: It is planned to webcast this session and make this available via the EFDC website.

COURSE TUTOR(S)

Epping Forest District Standards Committee (Course Sponsor)
Deputy Monitoring Officer (Ian Willett)

SUITABLE FOR:

Obligatory for all new District and Parish Councillors
Desirable for all Councillors as a refresher

HOUSEKEEPING DETAILS:

Tea and Coffee in Members' Room

COURSE NO. M7
SUBJECT: Planning Protocol
DATE(S)
VENUE: Committee Room 1
TIME/DURATION: 7.30pm ~ 9.30pm

COURSE OBJECTIVES

To give guidance to District Councillors on the operation of the Council's adopted planning protocol.

To provide awareness of the possible pitfalls in the planning in terms of conflicts of interest which can arise.

To clarify the links between the protocol and the Code of Conduct.

To brief delegates on recent changes to the protocol pursuant to the new Code of Conduct.

SUMMARY OF COURSE CONTENT

- The position on "dual hatted" Councillors
- Fettering a Councillor's Discretion
- Conduct of Planning meetings
- Pre and Post Application Discussions
- Handling Site Visits
- Lobbying and Public Inquiries
- The position of Officers and Members who are applicants and objectors
- Questions and answers
- Addressing Planning Committee where Councillors have prejudicial interests

Note: It is planned to webcast this session and make this available via the EFDC website.

COURSE TUTOR(S)

Ian Willett - Head of Research and Democratic Services
Barry Land - Assistant Head of Planning Services

SUITABLE FOR:

Obligatory for all District Councillors
Desirable for other District Councillors and Council staff involved in planning
Optional for Parish and Town Councillors and Clerks

HOUSEKEEPING DETAILS:

Tea and Coffee in Members' Room

COURSE NO. M17
SUBJECT: Equalities and Diversity
DATE(S)
VENUE: Committee Room 1
TIME/DURATION: 7.00pm ~9.30pm

COURSE OBJECTIVES

- To acquaint members with the legal framework of equality and diversity.
- To inform members of the Council's approach to equalities issues and recent progress
- To make members aware of issues faced by the public approaching the Council, and potential barriers to equality of service.

SUMMARY OF COURSE CONTENT

- Overview of equality legislation

COURSE TUTOR(S)

Prue Denton – External Trainer

SUITABLE FOR:

Desirable for all Councillors, particularly those involved in appeal panels and planning.

**HOUSEKEEPING
DETAILS:**

Tea and Coffee in Members' Room

COURSE NO. M19
SUBJECT: Freedom of Information and Data Protection
DATE(S)
VENUE: Committee Room 1
TIME/DURATION: 7.00pm ~ 9.00pm

COURSE OBJECTIVES

To familiarise Councillors with the legal requirements for supply of information, data protection and the circumstances relating to the approval of covert surveillance.

SUMMARY OF COURSE CONTENT - (Suggested Content)

Data Protection

- What is personal data?
- Automated data, Manual records & Accessible records
- The eight Data Protection principles
- New rights for individuals
- Data Sharing

Freedom of Information

- Definitions
- 3 years on - what's the take up been like?
- Valid Requests, Deadlines, Fees
- Exemptions
- Enforcement
- Decisions so far; Information Tribunal decisions
- The next stage

Regulation of Investigatory Powers

- Definitions
- When covert surveillance applies
- Enforcement
- Inspection

COURSE TUTOR(S)

Paul Simpkins – External Trainer

SUITABLE FOR:

Desirable for all Councillors as general background knowledge.

HOUSEKEEPING DETAILS:

Tea and Coffee in Members' Room

COURSE NO. M21

SUBJECT: Staff Appeals Panel

DATE(S)

VENUE: Committee Room

TIME/DURATION:

COURSE OBJECTIVES

To train members of the Panel in the proper conduct of appeal hearings involving staff.

SUMMARY OF COURSE CONTENT

The following elements will be covered during the course:

- how the appeal procedure operates
- how appeals are handled including submission of evidence
- adjudicating on appeals

COURSE TUTOR(S)

Colleen O'Boyle - Director of Corporate Support Services
Paula Maginnis – Assistant Director Human Resources

SUITABLE FOR:

Obligatory for new members of the Staff Appeals Panel
Desirable for existing members of the Panel.

HOUSEKEEPING

DETAILS:

Tea and Coffee in Committee

COURSE NO. M22
SUBJECT: Complaints Panel
DATE(S)
VENUE: Committee Room

TIME/DURATION:

COURSE OBJECTIVES

To make members aware of their responsibilities should they receive a complaint in their capacity as Ward Councillors, the process for dealing with complaints and the specific duties/jurisdiction/limits of authority for members of the Complaints Panel.

SUMMARY OF COURSE CONTENT

Details will be given of:

- the Council's/Ombudsman's five stage complaints procedure
- procedures and obligations when members become involved in complains
- how complaints are investigated
- remedies to upheld complaints
- role and responsibilities of the Complaints Panel
- the role of the Local Government Ombudsman

COURSE TUTOR(S)

Jenny Filby – Corporate Compliments and Complaints Officer

SUITABLE FOR:

Obligatory for new members of the Complaints Panel
Desirable for existing members of the Panel.
Of interest for other members

**HOUSEKEEPING
DETAILS:**

Tea and Coffee in Committee

EQUAL OPPORTUNITIES MONITORING FORM

I am Male Female (*please tick as appropriate*)

I have a disability Yes No (*If yes please describe you disability below*)

What is your ethnic group?

Choose ONE section from A to E, then tick the appropriate box to indicate your background.

A White British

- English
- Scottish
- Welsh
- Other
please write in

B Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed background,
please write in

C Asian, Asian British, Asian English Asian Scottish, or Asian Welsh

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background,
please write in

Irish

Any other White background,
please write in

D Black, Black British, Black English, Black Scottish, or Black Welsh

- Caribbean
- African
- Any other background,
please write in

E Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh

- Chinese
- Any other background,
please write in

F Other Ethnic Group

Any other background,
please write in