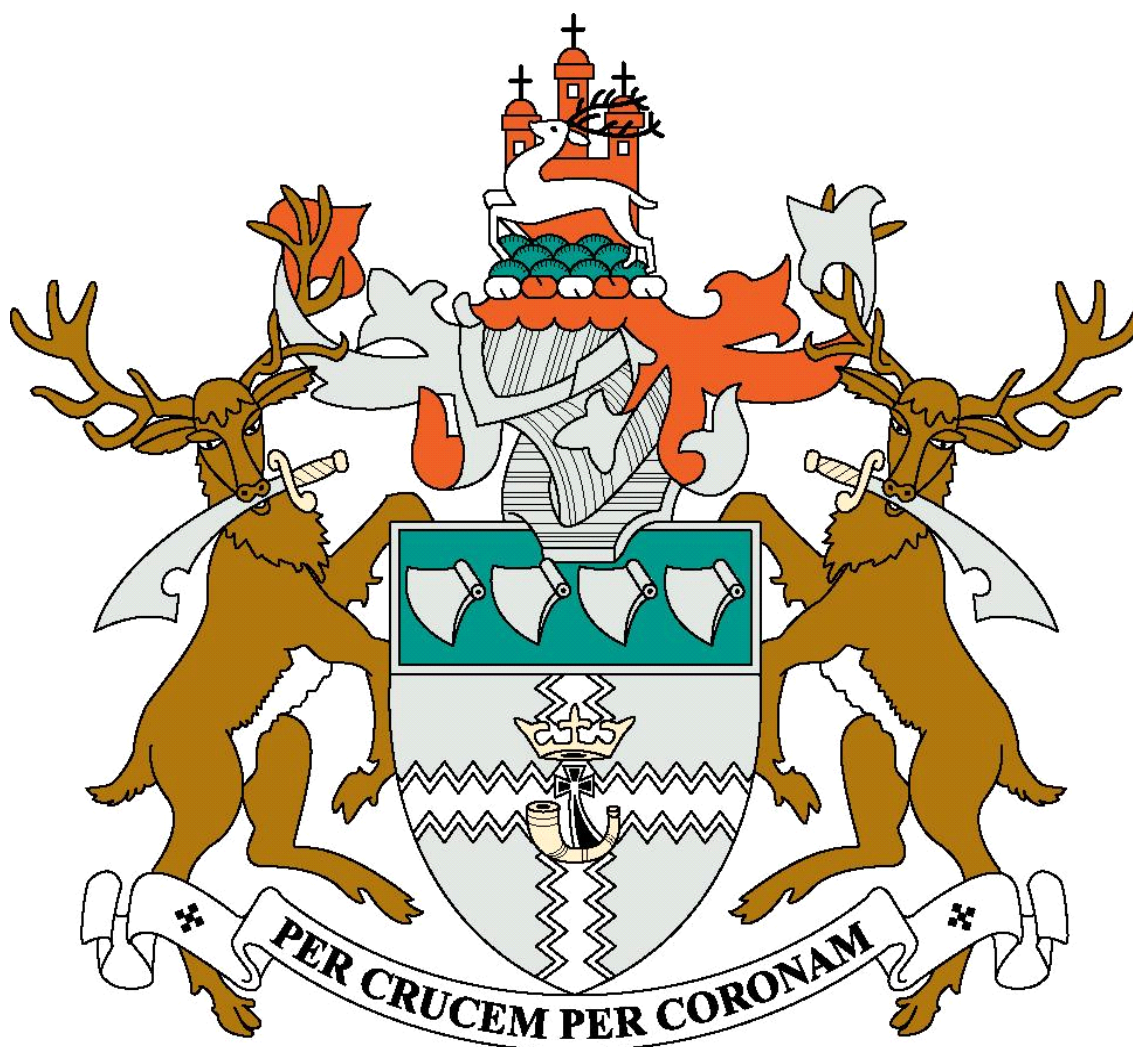


# Councillor Development Programme 2011/12 Prospectus

*Epping Forest District Council*  
[www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk)





# Councillors' Training Programme 2011/12

## Introduction

- Welcome to the Councillors' training programme for 2011/12. 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](mailto:kpartridge@eppingforestdc.gov.uk)). This will enable your place to be offered to someone else.

## List of Members' Training Courses

Ref. No.	Course Title	Date	Page
M1	New Member Welcome and Induction	16 May 2011	5
M2	Licensing Training	26 May 2011	6
M3	IT Skills for Members (Gold)	7 June 2011	8
M7	COMS - Committee Management Systems (Platinum)	7 June 2011	9

	Full day Training Seminar	11 June 2011	
M3	Code of Conduct	9.30am ~ 11.00am	10
M4	Planning Protocol	11.00am ~ 12.30pm	11
M5	Introduction to Planning	1.30pm ~ 3.00pm	12
M6	Code of Conduct - Complaints Process	3.00pm ~ 4.30pm	13

M7a	COMS - Committee Management Systems (Platinum)	16 June 2011	9
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**COURSE NO.** M1  
**SUBJECT:** New Member and Re-elected Welcome and Induction  
**DATE(S)** 20 May 2011  
**VENUE:** Committee Room 1, Civic Offices, Epping  
**TIME/DURATION:** 6.00pm ~ 8.30pm

### **SUMMARY OF COURSE CONTENT**

#### **Session 1 - 6.00pm (Venue: Committee Rooms)**

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

This session is specifically for newly elected or re-elected Councillors. Group Leaders may wish to attend.

#### **Session 2 - 6.30pm (Venue: Council Chamber)**

- Welcome by the Chairman of Council, Councillor Penny Smith
- Welcome by the Leader of Council, Councillor Di Collins
- Introduction to the District by Mr Peter Haywood, Chief Executive
- Introduction to Current Issues facing the Council by Derek Macnab, Deputy Chief Executive
- Essential Points for New Members by Ian Willett , Assistant to the Chief Executive

#### **Session 3 - 7.00pm (Venue: Members' Room)**

- Welcome Buffet
- Closing remarks by the Chairman of the Council

### **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 to 3)

Desirable for Group Leaders (Session 1 to 3)

**HOUSEKEEPING DETAILS:** Light buffet in Members' Room from 7.00pm

**COURSE NO.** M2  
**SUBJECT:** Licensing Panel - Introduction  
**DATE(S)** Thursday 26 May 2011  
**VENUE:** Council Chamber  
**TIME/DURATION:** 7.30pm

### **COURSE OBJECTIVES**

To familiarise members of the Licensing Panel with the role and procedures of the Panel.

### **SUMMARY OF COURSE CONTENT**

- Councillors 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.

### **A basic introduction will be provided to:**

- Role of Licensing Committee
- Areas of Responsibility
- Licensing Committee
- Licensing sub-committee
- Conduct of proceedings before the Licensing sub-committee.
- Decision Making

### **Licensing Act 2003**

- Licensable Activities
- Statement of Licensing Policy
- Licensing Objectives
- Conditions
- Licensing Committee and Subcommittee – specific rules for 2003 Act
- Types of Licences
- Closure
- Appeals

### **Taxi Licensing**

- Difference between a Hackney Carriage and Private Hire Vehicles
- Applications before the Sub-committee
- Convictions and The Rehabilitation of Offenders Act 1974

### **Gambling Act 2005**

- The Licensing Objectives
- The Role of the Gambling Commission
- Licensing Committee

- The role of the Licensing Sub-committee
- Types of Licenses issued by this authority

### **Sex Establishments**

- The types of premises regulated
- Sexual Entertainment Venues
- Sex Cinemas , and
- Sex shops

### **Other Licences**

- Street Trading
- Animal
- Tattoo

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

Alison Mitchell

### **SUITABLE FOR:**

Obligatory for all members of the Licensing Committee and Subcommittee  
Obligatory for new District Councillors  
Desirable for other District Councillors as a refresher

### **HOUSEKEEPING DETAILS:**

Lunch in Members' Room

**COURSE NO.** M3  
**SUBJECT:** IT Skills for Members (Gold)  
**DATE(S)** 7 June 2011  
**VENUE:** ICT Training Suite, Civic Offices, Epping  
**TIME/DURATION:** 2:00pm ~ 4:00pm

### **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

**Session bookable directly with Chris Askew**  
**email: [caskew@eppingforestdc.gov.uk](mailto:caskew@eppingforestdc.gov.uk) telephone: 01992 564888**



**COURSE NO.** M4  
**SUBJECT:** Committee Management Systems (COMS) (Platinum)  
**DATE(S)** 7 June 2011  
16 June 2011  
**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.** M5  
**SUBJECT:** Code of Conduct  
**DATE(S)** 11 June 2011  
**VENUE:** Council Chamber, Civic Offices, Epping  
**TIME/DURATION:** 9:30am ~ 11:00am

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
  - Complaints Process
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.** M6  
**SUBJECT:** Planning Protocol  
**DATE(S)** 11 June 2011  
**VENUE:** Committee Room 1  
**TIME/DURATION:** 11:00am ~ 12:30pm

### **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  
Nigel Richardson - Assistant Director 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.** M7  
**SUBJECT:** Development Control and Planning  
**DATE(S)** 11 June 2011  
**VENUE:** Council Chamber, Civic Offices, Epping  
**TIME/DURATION:** 1:30pm ~ 3:00 pm

### **COURSE OBJECTIVES**

To familiarise members of the Council and others with the legal and procedural basis of the Authority's development control 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:
- Application types and Validation
- How applications are dealt with/ Consultations/ Member call-in
- Dealing with public canvassing
- Delegation and decisions made by members
- The role of officers, members and the committees,
- What is permitted development, material planning considerations?
- Site Visits
- Appeals in brief.

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

Nigel Richardson - 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.** M8  
**SUBJECT:** Code of Conduct - Complaints Process  
**DATE(S)** 11 June 2011  
**VENUE:** CR1  
**TIME/DURATION:** 3:00pm ~ 4:30pm

**COURSE OBJECTIVES**

To outline the process for dealing with complaints against Councillors about alleged breaches of the Code of Conduct

**SUMMARY OF COURSE CONTENT**

The course will provide a briefing on the various stages of the complaints process including advice to potential complainants from officers, assessment of complaints, appeals against decisions not to investigate complaints, investigations, adjudications.

Reference will be made to the roles of officers within the Council in supporting this process, confidentiality, support for Councillors, appeals and the role of the Standards Board for England.

**COURSE TUTOR(S)**

Ian Willett (Deputy Monitoring Officer)

**SUITABLE FOR:**

Members of the Standards Committee, District, Parish and Town Council members and Parish Clerks

**HOUSEKEEPING**

**DETAILS:**

Tea and Coffee in Members' Room

**BOOKING FORM – District Councillors**

**Name: (BLOCK CAPITALS)** \_\_\_\_\_

I wish to attend the following courses (which I have written below).

<b>Course No.</b>	<b>Title</b>

Regarding session M20 I wish to attend the following modules (which I have written below). Please write “ALL” if you would like to attend the full day.

<b>Session</b>	<b>Title</b>
M20	

Please indicate any dietary requirements where catering is provided:

Please indicate any relevant medical or access requirements:

Signed: \_\_\_\_\_  
Date \_\_\_\_\_

**PLEASE RETURN TO KIM PARTRIDGE, DEMOCRATIC SERVICES, CIVIC OFFICES, EPPING AFTER COMPLETEING FORM OVERLEAF**

## 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