

Prospective Member Development Sessions for 2018-19

Proposed Face-to-Face Sessions

Date	Title and Content Outline	Lead Officer(s)
16 October 2018 (before F&GG and CB Area Planning Committees)	<p><u>Planning</u></p> <p>Training session led by the Leader and Cllr Rawlings focussing on committee overturns, material planning considerations and appeals</p> <p>Recommended for Members and Substitute Members of Planning and Area Planning Committees</p>	<p>Service Director Planning Deputy Head of Development Management</p> <p>Governance Lead: Faith Mwende</p>
23 October 2018 (before 2 nd P&R committee)	<p><u>Treasury Management</u></p> <ul style="list-style-type: none"> • Treasury Management Strategy Statement • Statutory requirements and legislation relating to Treasury Management • Capital Programme and Capital Financing Requirement • Borrowing • Treasury Management Indicators • Investment <p>Mandatory for all new and returning Policy & Resources Committee and Audit Committee Members. Optional for all other Members.</p> <p>CIPFA Treasury Management in the Public Services: Guidance Notes for Local Authorities 2011 guidance to be sent to all Members</p>	<p>Director of Resources Head of Treasury</p> <p>Governance Lead: Maria Lugangira</p>
5 November – tbc	<p><u>The nature of planning permission</u></p> <p><u>The nature of a planning permission</u></p> <ul style="list-style-type: none"> • What constitutes development? 	<p>Fabien Gaudin – Head of Development Management</p> <p>Andy Bates – Deputy Head of Development Management</p>

	<ul style="list-style-type: none"> • Permitted development rights • Commencement • The Consultation process • The Planning Register (how to access online) • Appeals • Trees 	
26 November 2018 (before Adults and Safeguarding Committee)	<p><u>Care Act</u></p> <ul style="list-style-type: none"> • General Care Act Duties <p><u>Mental Capacity Act 2005 Duties</u></p> <ul style="list-style-type: none"> • Responsibilities under the Act • Principles of the Act • Deprivation of Liberty Safeguards Regime <p>Recommended for Adults & Safeguarding Committee Members. Optional for all other Members.</p>	<p>Strategic Director for Adults, Communities and Health</p> <p>Governance Lead: Naomi Kwasa</p>
29 November 2018	<p><u>Building Control</u></p> <ul style="list-style-type: none"> • Building Regulations 	<p>External facilitator - LABC</p> <p>Fabien Gaudin – Head of Development Management</p> <p>Michael Keown – Building Control</p>
10 January 2019	<p><u>New Local Plan</u></p> <ul style="list-style-type: none"> • The London Plan (update on key aspects) • Barnet’s new Local Plan - Vision • Key challenges and how we’ve sought to address them • Site Allocations and the Brownfield Register of Land 	<p>Head of Strategic Planning Local Plan Manager</p> <p>Governance Lead: TBC</p>

4 February 2019	<u>Planning Enforcement</u> <ul style="list-style-type: none"> • The Enforcement Process • Trees • Outcomes of the Compliance Officer • Findings from the Aerial Survey • Prosecutions • Direct Action 	Service Director Planning Planning Enforcement Manager
First three months	<u>Performance, Programmes and Commercial</u> <ul style="list-style-type: none"> • Performance Management • Transformation Programmes • Commercial Services <p>Recommended for Members and Substitute Members of the Financial Performance & Contract Management Committee. Optional for all new and returning Members.</p>	Deputy Chief Executive Commercial Director Strategic Lead for Programmes & Performance Strategic Lead Commercial Governance Lead: Salar Rida
First year	<u>UNICEF and Child Rights</u> <ul style="list-style-type: none"> • Gain good knowledge and understanding of children’s human rights • Understand the meaning and principles of a child rights-based approach • Begin to explore the practical application of a child rights-based approach to elected members’ roles and responsibilities <p>Recommended for all Members and Substitute Members of the Children, Education & Safeguarding Committee. Optional for all Members.</p>	Strategic Director for Children & Young People Divisional Director Improvement & Performance Voice of Child Co-ordinator Governance Lead: Salar Rida
Between September 2018 and January 2019	<u>Strategy, Communications, Customer Services and Engagement</u> <ul style="list-style-type: none"> • Corporate Plan and Strategy – including: development of the 	Assistant Chief Executive Assistant Director Strategy and Communications Deputy Head of Communications Governance Lead: Andrew and Anita

	<p>Corporate Plan including consultation and use of findings to inform budget priorities; current corporate plan priorities and emerging priorities; process for corporate plan.</p> <ul style="list-style-type: none"> • Communications and Consultation • Customer Services – including: transparency and open data; and Customer Services Transformation • Use of Social Media • Engagement with Communities and Neighbourhoods <p>Optional for all Members.</p>	
TBC	<p><u>Partnerships</u></p> <ul style="list-style-type: none"> • Local Strategic Partnership <p>Recommended for Members of Policy & Resources Committee and Barnet Partnership Board. Optional for all Members.</p>	<p>Assistant Chief Executive</p> <p>Governance Lead: Maria Lugangira</p>
TBC	<p><u>Organisational Development and Culture</u></p> <ul style="list-style-type: none"> • Investment in staff learning • TW3 and Colindale <p>Optional for all Members.</p>	<p>Assistant Chief Executive</p> <p>Governance Lead: Maria Lugangira</p>
First 6 months	<p><u>Community Participation and Engagement</u></p> <ul style="list-style-type: none"> • Consultation and Engagement • Communities Together Network • Equalities • Community Cohesion • Communities including insight and intelligence to focus services on specific communities and issues • Ward link officers 	<p>Assistant Chief Executive Assistant Director Strategy & Communications</p> <p>Governance Lead: Abigail Lewis</p>

	Recommended for Members of Community Leadership & Libraries Committee and Barnet Partnership Board. Optional for all Members.	
TBC	<p><u>Chairing Skills</u></p> <p>Programme could include (but not be limited to): work programmes; report clearance; preparation; public participation; questioning; listening; facilitation; summarising skills; the importance of body language; strategies that can be used to resolve tense situations and potential conflict at meetings.</p> <p>Recommended for all new and returning chairmen and vice-chairmen. Optional for all other Members.</p>	<p>External Facilitator</p> <p>Governance Lead: Andrew Charlwood / Anita O'Malley</p>
TBC	<p><u>Scrutiny / Questioning / Enquiry</u></p> <p><i>Programme TBC</i></p> <p>Recommended for all new and Members.</p>	<p>External Facilitator</p> <p>Governance Lead: Andrew Charlwood / Anita O'Malley</p>
Fraud Awareness – Date tbc, but early in 2019	Members to receive a briefing on fraud awareness.	Clair Green – Assurance Director

Further Individual Sessions:

It is a requirement that Members of the Local Pensions Board have individual training plans. The Head of Treasury is currently liaising with all Members of the Local Pensions Board and undertaking the questionnaire set out by the Pensions Regulator. The Head of Treasury will be reporting back to Governance in due course so that the required, individual training plans can be produced and implemented for each member.

Written Briefings

Description	Lead Officer(s)
<p><u>Members Rights</u></p> <ul style="list-style-type: none"> • Council Questions • Members Items • Calling-In Planning Applications • Access to Information (including exempt committee information and Members rights to access non-committee information) • Chairman's Role 	<p>Monitoring Officer Head of Governance</p>
<p><u>Council Funding Streams</u></p> <ul style="list-style-type: none"> • Corporate Grants • Area Committee CIL Funding • Crowdfunding 	<p>Strategy Team</p>
<p><u>Data Protection, FOI and Access to Information</u></p> <ul style="list-style-type: none"> • FOI Requests • Data Protection Act Requests • General Data Protection Regulation • Access to Information (including committee information and non-committee information) • Managing Constituents Information (including passing on information and handling of records) • Communicating by Social Media • Confidentiality relating to casework and surgeries, copying in on emails, and confidentiality, secure e-mail use and encryption 	<p>Information Management Team</p>
<p><u>Community Safety</u></p> <ul style="list-style-type: none"> • Anti-Social Behaviour • Prevent (Counter Terrorism) • Channel Duty (Protecting vulnerable people from being drawn into terrorism) • Key Strategies - Barnet Violence against Women and Girls Strategy 2017-2020, Child Sexual Exploitation, etc. 	<p>Community Safety Team <i>(NB: Kate Solomon and Sam Rosengard are currently arranging a Counter Terrorism session in March 2019)</i></p>

<u>Equalities</u> <i>Content TBC</i>	Strategic Equalities Advisor
<u>Ward Work</u> Members Surgeries Members Enquiries	TBC
Community Participation and Engagement: How to be an effective Community Councillor	TBC
Mental Health	Strategic Director for Adults, Communities and Health