

Appendix A

Member Development Programme

Delivered Sessions and Attendance, July 2023-March 2024

Date and time	Target Members	Title and Overview	Attended
4 July 2023, 5pm	New and returning Pension Fund Committee Members and Members appointed to Local Pension Board Optional for all other Members	Pension Fund Committee briefing (Hendon Town Hall) <ul style="list-style-type: none"> • Investment Performance including fund performance; advisor performance; committee performance; and support services performance • Financial Markets and Products including investment strategy; financial markets; actuarial method and standards and practices; and outsourcing • Financial Services Procurement and Relationship Management including understanding public procurement; supplier risk management. 	Cllrs Hutton, Simberg, Ioannidis
12 July 2023, 10am-12pm	Mandatory annually for all Licensing Committee and Licensing Sub Committee Members (new and returning)	Licensing and General Purposes Committee and Licensing Sub Committee training (online) <ul style="list-style-type: none"> • Annual Refresher – Overview of Licensing Committee and Licensing Sub-Committee role of the Council in licensing premises. • Licensing Act 2003, Gambling Act 2005, Street Trading, Special Treatment Licensing • Responsible Authorities • The Licensing objectives • New Premises Licences/Variations/Personal Licences • Licensing hearings and decision making. 	Cllrs Whysall, Farrier, Barnes, Greenspan, Prager, Stock, Gordon, Cooke

<p>17 July 2023, 6.15-7.45pm</p>	<p>For Members who want to develop and improve their chairing skills</p>	<p>Chairing Skills Recommended for all Chairs and Vice Chairs (online) (Local Government Information Unit)</p> <p>Improve chairing online, hybrid and in-person meetings and learn easy-to-implement techniques to manage participation. Master the technology and processes around online meetings and gain confidence in how you navigate challenging situations that may arise. Working with different team dynamics and how to best facilitate productive and engaging sessions.</p> <p>Key outcomes:</p> <ul style="list-style-type: none"> • Identify the skills and approaches needed to effectively chair a meeting, including managing conflict. • Learn how to encourage quieter participants to speak up and how to manage overly-talkative participants. 	<p>Cllrs Radford, Lemon, Barnes, Farrier, Khalick</p> <p>Cllr Moore via recording</p>
<p>24 July 2023, 5-5.45pm</p>	<p>Recommended for all Members and substitutes on GARMS</p>	<p>GARMS Briefing (Hendon Town Hall)</p> <ul style="list-style-type: none"> • GARMS Terms of Reference and Work Plan. • Statement of Accounts/External Audit. • Treasury Management. • AGS / Code of Corporate Governance. • Internal Audit and Three Lines of Defence. • Corporate Anti-Fraud Team. • Risk and Standards. 	<p>Cllrs Mitra, Grover, Zinkin, Whysall, Cooke, Khalick</p>

<p>13 September 2023, 6-8pm</p>	<p>Recommended for all Members</p> <p>Mandatory for new members of Planning Committees</p>	<p>Planning Committees (online)</p> <ul style="list-style-type: none"> • Members Planning Code of Practice (including conduct at meetings) • Site visits and facts and figures about Barnet • Decision-Making in Planning Committees, Adopted Development Plan • Member Liaison Officers • Planning Portal • Difference between Planning and Building Control responsibilities • Weight of the London Plan 	<p>Cllrs Mearing Smith, Coakley-Webb, Barnes, P Cohen, Farrier, Edwards, Hutton, Khalick, Moore, Roberts, Chakraborty, Naqvi, Vourou, Edwards, L Gurung</p>
<p>28 September 2023, 6-9pm</p>	<p>Recommended for all Members</p>	<p>Introduction to Local Government Finance (Part 1) (online) Ian Fifield, Local Government Information Unit</p> <p>This session is designed to provide elected Members with a thorough grounding in the key elements of local government finance and funding. Includes how councils receive funding, legal and policy framework around council budgets, and concepts and terminology:</p> <ul style="list-style-type: none"> • Capital and revenue. • General fund and the Housing Revenue Account. • Reserves and balances. 	<p>Cllrs, Perlberg, Hutton, Vourou, Young, Stock, Barnes, A Cornelius, R Cornelius, Rawlings, L Gurung, Moore, Roberts, Coakley-Webb, Cooke, Mittra, Whysall, Radford, Beg, Houston, Clarke, Ambe</p>
<p>8 November 2023, 6-6.45pm</p>	<p>Recommended for Members of the Licensing and General Purposes Committee</p> <p>Optional for all other Members</p>	<p>Elections and the Election Act (Hendon Town Hall/Hybrid)</p> <ul style="list-style-type: none"> • Elections – General Elections, Referendums, London Mayoral / GLA Elections, Local Elections. • Post-Election Reviews. • Electoral Registration. • Polling Districts and Polling Places. • Boundaries. 	<p>Cllrs Whysall, Farrier, Ambe, Cooke, A Cornelius, Stock, Greenspan, Hutton, Rich, Sargeant, Mittra, Houston, Zubairi</p>

<p>5 December 2023, 6-8pm</p>	<p>Recommended for all Members</p>	<p>Effective Use of Social Media for elected Members (online) Mosaic Media and Marketing Training</p> <p>How to communicate effectively and safely via social media platforms for Members.</p> <p>For Members who wish to improve their use of social media to engage with the public, create great quality content and ensure compliance with legal and code of conduct requirements.</p> <p>Includes a 30-minute introduction to social media for those who are not on social media or who have limited experience.</p>	<p>Cllrs Whysall, Barnes, Beg, P Cohen, Sargeant, L Gurung, K Gurung, Rawlings, Moore, Khalick, Naqvi</p>
<p>9 January 2024, 6.15-8.15pm</p>	<p>Recommended for all Members and Substitutes of Scrutiny Committees, and Task and Finish Group Members</p>	<p>Questioning and Listening – essential skills for scrutiny (online) Centre for Governance and Scrutiny</p> <p>This session provides an opportunity for Members to acquire or develop their questioning techniques in a scrutiny setting.</p> <p>The seminar will explain and teach the various techniques and strategies and how they best fit within given situations or objectives, and can significantly improve overall success of scrutiny sessions. The seminar will develop Member skills through:</p> <ul style="list-style-type: none"> • Developing themes and narrative – key lines of enquiry. • Designing a questioning strategy and setting goals. • How questioning fits in to the landscape of scrutiny. • Personal preparation and research. • How to link questioning to scrutiny’s objectives. • Question types and techniques. • Listening, sharing and reflecting. 	<p>Cllrs A Cornelius, R Cornelius, Barnes, Zinkin, Vourou, Khalick, David, Whysall, Ambe, Sargeant, Stock</p> <p>Naomi Phillips, Nila Patel, Tamzin Brown (co-opted Members)</p>

<p>10 January 2024, 6-9pm</p>	<p>Recommended for all Members</p>	<p>Reviewing the Big 3 financial reports effectively (Part 2) (online) Ian Fifield, Local Government Information Unit</p> <p>This training will look at case studies and help Members understand the Council’s MTFS, annual budget and budget monitoring reports.</p>	<p>Cllrs Ambe, Barnes, Beg, Clarke, David, Conway, A Cornelius, Edwards, K Gurung, L Gurung, Houston, Lusingu, Mitra, Moore, Rawlings, Sargeant, Radford, Whysall, Vourou and Zinkin</p> <p>Via recording - Cllrs Shooter, Khalick, Phil Cohen, Sarah Wardle, Andreas Ioannides, Stock</p>
<p>22 January 2024, 10am-4pm</p>	<p>Recommended for all Cabinet Members</p>	<p>Top Team Away Day, Cabinet/CMT – Face-to-face Kate Herbert, Local Government Association Principal Adviser for London</p> <p>This session will further strengthen the collective leadership between Cabinet and CMT, look at what has/hasn’t gone well so far, defining shared values and behaviours to support top team working, and identifying future key decisions or dates and decide what steps need to be in place to support this.</p> <p>Looking forward to 2026 and beyond, and horizon scanning.</p>	<p>All Cabinet Members</p>
<p>29 February 2024, 6.30-8.30pm</p>	<p>Recommended for all Members and substitutes of Scrutiny Committees</p>	<p>Scrutiny Work Programming and topic selection (online) Camilla de Bernhardt-Lane, Centre for Governance and Scrutiny</p> <p>Planning and constructing Scrutiny Work Programmes – setting priorities and focus and learning about the purpose of work programmes:</p> <ul style="list-style-type: none"> • Practical session, with significant Member and Officer input to agree an appropriate methodology which will identify and prioritise candidate subjects for scrutiny which can then be built into its work programme for the next twelve months and potentially in subsequent years. 	<p>Cllrs A Cornelius, Khalick, P Cohen, Barnes, Whysall, Hutton, L Gurung, David, Chakraborty, K Gurung, Farrier</p> <p>Via recording – Cllr Stock</p>

		<ul style="list-style-type: none"> • Member-led but impartially supported and facilitated to work through a rational process of selection and rejection of subjects to create a work programme that is strategically aligned and focused on improvement and community priorities. • Inputs and a sources of candidate subjects. • Identifying council and community priorities. • Long-listing. • Using a selection and prioritisation tool. • Different scrutiny techniques to build agility and capacity. 	
19 March 2024, 6.30-7.30pm	Recommended for all Members	<p>How to find the latest available data about Barnet and your local area (online)</p> <p>Barnet Insight & Intelligence Hub</p> <p>The session will provide a demonstration on how to find the latest data about Barnet, covering products such as the Ward Profile Tool, Local Insights and OpenBarnet.</p>	<p>Cllrs Hutton, K Gurung, Monasterio, Naqvi</p> <p>Via recording: Cllr Khalick, Cllr Barnes</p>