

Member Development Programme 2022 - 2026

Post-Election – Member Induction Day

All dates are based on the draft Calendar of Meetings 2022/23 and subject to change following Council on 19 October 2021

| Date | Time | Title and Overview | Facilitated by |
|-------------|------------------|--|---|
| 5 May 2022 | | Local Government Elections | N/A |
| 9 May 2022 | 10:00am – 4pm | <p><u>Member Induction Day – Hendon Town Hall</u></p> <p>A drop-in session between 10am and 4pm with refreshments where CMT and some key senior officers work from the Town Hall and can meet with newly elected Councillors throughout the day.</p> <p>11:00am: The Chief Executive presentation on the council and a briefing on core responsibilities of a councillor. 1:00pm: The Chief Executive presentation on the council and a briefing on core responsibilities of a councillor. 3:00pm: The Chief Executive presentation on the council and a briefing on core responsibilities of a councillor.</p> <p>A directorate briefing pack will be available to new and returning Members, including key contacts in each area and the senior management structure chart.</p> <p>During the day, all Members will be required to complete the following:</p> <ul style="list-style-type: none"> • Signing of Declaration of Acceptance of Office, Code of Conduct Undertaking, Register of Interests, HR Forms, Acceptance of IT Policies • Official Photos, ID/Access Cards, HTH Car Park, CPZ Parking Permits • Collection of IT hardware (phone and laptop), set-up Bring Your Own Device (where requested) and written information on applicable policies, Members IT Support team, etc. | Chief Executive and Directors, Governance, IT, Key Senior Officers from Service Areas |
| 11 May 2022 | 10:00am – 4pm | <p><u>Member Open Day – Colindale</u></p> <p>A drop-in session between 10am and 4pm with CMT and key officers (i.e. Assistant Directors and Heads of Service) to attend for the day and be available for new and returning Members to drop-in.</p> <p><i>During the Day Members can also sign outstanding documents or collect IT kit</i></p> | Chief Executive and Directors, Governance, IT, Key Senior Officers from Service Areas |

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Post-Election – May 2022 to April 2026

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| Mandatory | Legal Requirement to attend the session and failure will mean a Member cannot sit on the specified committee (quasi-judicial) or both they as individuals and the Council can be fined (GDPR). |
| Required | The Group requires the Member to attend the session and failure will be reported to the Groups and sanction via the Group |
| Recommended | Members are recommended to attend the session |
| Optional | Attendance is at the Members own discretion |

| Date | Time | Title and Overview | Facilitated by |
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| 12 May 2022 | 6pm – 8pm | <p><u>The Role of the Councillor - Induction Training (online)</u></p> <p>This is lively and interactive virtual seminar will explore:</p> <ul style="list-style-type: none"> • the underpinning practical purpose of being a councillor • the various leadership roles fulfilled by the member (community, corporate, political etc.) • when best to exercise which role in which common scenarios encountered by members • common errors and good practice when dealing with casework issues and • the options available to members when tackling local issues <p>Required for all new Councillors, optional for returning councillors</p> | Trainer: David McGrath - Link Support Services |
| 13 May 2022 | 10 am – 12:00 | <p><u>The Role of the Councillor - Induction Training (online)</u></p> <ul style="list-style-type: none"> • As above <p>Required for all new Councillors, optional for returning councillors</p> | Trainer: David McGrath - Link Support Services |
| 16 May 2022 | 6pm - 8pm | <p><u>Area Committee Budgets (CIL) Road Safety and Parking (online)</u></p> <ul style="list-style-type: none"> • CIL Application Process & Guidance – including Governance deadlines, working with officers on developing proposals, committee reporting and post-decision implementation • Road Safety and Parking applications • Petitions, Residents Forums and referring up items to Area Committee. <p>Recommended for all Councillors.</p> | Assistant Director Capital Works Street Scene Director (or another Area Committee lead officer) Head of Governance Community Infrastructure Coordinator, Capital Delivery Senior Governance Officer responsible for Area Committees |

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| 17 May 2022 | 10am – 12:00 | <p><u>Council Governance (online)</u></p> <ul style="list-style-type: none"> • Role of the Governance Service • Article 2 (Members Rights) • IT and Information Management Policies • Member Conduct and the Code of Conduct • Declaration of Interests – including register of interests, additional declarations during tenure and declarations at meetings • Key Contacts • Buddy System • Members Enquires • Partnerships <p>Required for all new Councillors, optional for all other Councillors</p> | Head of Governance Monitoring Officer |
| 18 May 2022 | 6pm – 8pm | <p><u>Council Governance (online)</u></p> <ul style="list-style-type: none"> • As above <p>Required for all new Councillors, optional for all other Councillors</p> | Head of Governance Monitoring Officer |
| 25 May 2022 | 5.45pm – 6.45pm | <p><u>Health Scrutiny (Repeat bi-annually session, unless significant changes in health sector)</u></p> <ul style="list-style-type: none"> • Principles of Scrutiny • Health landscape in North Central London (NCL) – overview clinical commissioning groups and providers • Links to NCL Joint Health Overview and Scrutiny Committee • Sustainability and Transformation Plans • Quality Accounts <p>Recommended for Members of the Health Overview and Scrutiny Committee. Optional for all other Members.</p> | Director of Public Health Executive Director for Adults & Health Head of Governance Senior Governance Officer responsible for Health OSC |

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| 26 May 2022 | 6:00pm - 8:00pm | <p><u>Planning Committees (online) (annual refresher)</u></p> <ul style="list-style-type: none"> • Members Planning Code of Practice (including conduct at meetings) • Site Visits • Facts and Figures about Barnet • Decision-Making in Planning Committees • Local Development Plan including London Plan • Re Member Liaison Officers • Planning Portal • Structure of Planning Service / Role of joint employment contracts in decision-making processes. • Difference between Planning and Building Control responsibilities <p>Mandatory for all new and returning Committee and Substitute Members post-election. Optional for all other Members.</p> | <p>Commissioning Lead Planning Service Director - Planning and Building Control Head of Strategic Planning HB Public Law Chairman of Planning Committee Senior Governance Officer responsible for Planning</p> |
| 31 May 2022 | 1pm – 3pm | <p><u>Corporate Parenting and Children’s Safeguarding (online) (bi-annual refresher)</u></p> <ul style="list-style-type: none"> • Understand the lived experience Barnet's Children in Care and Care Leavers • Understand statutory responsibilities as Corporate Parents • Gain knowledge of approaches by which to improve participation of children and young people in discussion and planning • Develop confidence around holding services to account in relation to our role as corporate parents. • Overview of the Child Protection System, legislation and procedures • Definitions and types of abuse • Risks in specific circumstances (i.e. Female Genital Mutilation; Honour Based Violence; Exploitation and Trafficking; Gangs and Serious Youth Violence; Forced Marriage; Missing Children; Homelessness; Private Fostering; Unaccompanied Asylum Seekers; Young Carers) • Confidentiality, Reporting concerns and Allegations against professionals • Whistleblowing • Role of Safeguarding Partnership <p>Required for all Councillors.</p> | <p>Executive Director Children & Young People Operational Director Corporate Parenting, Disability & Permanence Voice of the Child Team Young People Assistant Director Early Help, Children in Need of Help & Protection</p> |

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| 01 June 2022 | 5.15pm – 6.45pm | <p><u>Environment (face-to-face before committee)</u></p> <ul style="list-style-type: none"> • Highways • Transportation • Air Quality • Street Scene – waste collection, recycling, street cleansing and grounds maintenance • Parking • Parks and Open Spaces • Passenger Transport • Regulatory Services / Enforcement <p>Recommended for all new and returning Environment Committee and Area Committee Members. Optional for all other Members.</p> | <p>Executive Director for Environment Street Scene Director Assistant Director Greenspaces & Leisure Assistant Director Parking Senior Governance Officer responsible for Environment</p> |
| 6 June 2022 | 5.15pm – 6.45pm | <p><u>Safeguarding Adults (face-to-face before committee; annual refresher)</u></p> <ul style="list-style-type: none"> • Safeguarding Adults Statutory Duties (including the Care Act, statutory duties under the Act and extent and limitation of statutory powers) • Adult Abuse (including when does safeguarding apply (physical, emotional, financial abuse) and what you should and shouldn't do if alerted to a concern) <p>Required for all new and returning Adults & Safeguarding Committee Members. Optional for all other Members.</p> | <p>Executive Director for Adults & Health Adults & Communities Director Head of Safeguarding Adults</p> |
| 07 June 2022 | 5.45pm – 6.45pm | <p><u>Early Years (face-to-face before committee)</u></p> <ul style="list-style-type: none"> • Health Visiting • School Nursing • Children's Centres • 0-19 Hubs • Early Years Offer – including 30 hours childcare, 2-year-old offer and funding <p>Recommended for Members of the Children, Education & Safeguarding Committee. Optional for all other Members.</p> | <p>Executive Director Children & Young People Director Children's Social Care Governance Officer responsible for Children's Committee</p> |

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| 8 June 2022 | 5:30 – 6:45pm | <p><u>Performance, Programmes and Commercial (face-to-face before committee)</u></p> <ul style="list-style-type: none"> • Performance Management • Transformation Programmes • Commercial Services • Capita contract Review • Risk <p>Recommended for Members of Financial Performance & Contracts Committee, Optional for all new and returning Members.</p> | <p>Deputy Chief Executive Director of Resources (S151) Commercial Director Head of Finance Head of Programmes, Performance & Risk (PPR) Strategic Lead Commercial</p> |
| 09 June 2022 | 5.15pm – 6.45pm | <p><u>Community Safety (face-to-face before committee)</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>Recommended for Members of the Community Leadership Committee and Members appointed to the Safer Communities Partnership Board. Optional for all other Members.</p> | <p>Executive Director Assurance, Assistant Director for CAFT & Community Safety Community Safety Managers Governance Officer responsible for Community Leadership & Libraries Committee</p> |
| 13 June 2022 | 5.30pm – 6.45pm | <p><u>Regeneration and Housing, Infrastructure & Development (face-to-face before committee)</u></p> <ul style="list-style-type: none"> • Capital Strategy & Estates • Economic Development & Barnet Homes (Housing / Homelessness / Landlord Licencing) • Brent Cross <p>Recommended for Housing & Growth Committee. Optional for all other Members.</p> | <p>Deputy Chief Executive Director of Growth Assistant Director Estates Assistant Director Capital Works Assistant Director Economy & Development Brent Cross Programme Director</p> |

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| 14 June 2022 | 1:30pm – 3pm | <p><u>Treasury Management (online)</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><i>Note: CIPFA's Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes 2017 to be sent to all Members</i></p> <p>Required for all new and returning Policy & Resources Committee and Audit Committee Members. Optional for all other Members.</p> | <p>Director of Resources Head of Treasury Governance Officer responsible for Audit Committee</p> |
| 15 June 2022 | 5.15pm – 6.45pm | <p><u>Resources & Local Government Finance (face-to-face before committee)</u></p> <ul style="list-style-type: none"> • Policy, Budgets and Council Finances including: <ul style="list-style-type: none"> ➢ capital and revenue budgets; ➢ top 10 areas of council spending; ➢ Medium Term Financial Strategy and Business Planning (overview of process and key terms); ➢ sources of income; and ➢ Finance • Looking Forward to 2030 and the Council's longer-term approach • Commissioning and Delivery Cycle • Treasury Management – Overview (<i>Note: in-depth separate session to take place in November prior to P&R formulation of Treasury Management Strategy</i>) <p>Recommended for Members of the Policy & Resources Committee. Optional for all other Members.</p> | <p>Director of Resources s151 Finance Assistant Director Trainer: Ian Fifield Local Government Futures http://www.lgfutures.co.uk/</p> <p>Governance Officer responsible for Policy & Resources Committee</p> |

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| 16 June 2022 | 5.30pm – 6.45pm | <p><u>Good Design and the Planning Process (face-to-face before committee)</u></p> <ul style="list-style-type: none"> • provide an insight into how officers help shape schemes and improve the design of planning applications presented to Planning Committees through negotiation with developers. • brief on what constitute good design and how it feeds into the process of assessing applications referred to their committees <p><u>Supplementary Planning Guidance (SPDs)</u></p> <ul style="list-style-type: none"> • update and insight into the role of these useful planning documents, the status and weight they have in decision making process, and finally where they sit in the hierarchy of the Barnet's development plan. • The current portfolio of adopted SPDs and future SPDs <p>Recommended for all Members of the Planning Committee</p> | <p>Service Director Planning and Building Control Assistant Director Economy & Development Planning Policy Manager Commissioning Lead Planning HB Public Law</p> |
| 20 June 2022 | 1pm - 3pm | <p><u>Scrutiny in a Committee System (online)</u></p> <ul style="list-style-type: none"> • Principles of scrutiny • Approaches to scrutiny in a Committee System • Statutory Scrutiny Functions including Health Scrutiny and Crime & Disorder Scrutiny <p>Recommended for all Members</p> | <p>Head of Governance</p> |
| 20 June 2022 | 6 - 8pm | <p><u>General Chairing Skills (online)</u></p> <ul style="list-style-type: none"> • Role of the Chair • Role of officers • Preparation strategies • Managing debate, challenging contributors, motions, amendments, votes and robust outcomes • Constitutional awareness and use <p><i>Programme could include (but not be limited to): work programmes; report clearance; preparation; public participation; questioning; listening; facilitation; summarising skills; the importance of body</i></p> | <p>External Trainer: David McGrath - Link Support Services</p> |

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| | | <p><i>language; strategies that can be used to resolve tense situations; and potential conflict at meetings.</i></p> <p>Recommended for all new and returning Chairs and Vice-Chairs. Optional for all other Members.</p> | |
| 23 June 2022 | 5.30pm – 6.45pm | <p><u>Local Pension Board & Pensions (online before committee)</u></p> <ul style="list-style-type: none"> • Pensions Legislation and Governance Context – including: scheme specific legislation; pensions regulators and advisors; general constitutional framework; and pensions scheme governance • Pensions Accounting Standards • Financial Services Procurement and Relationship Management – including: understanding public procurement; supplier risk management. <p>Mandatory for all new and returning Local Pension Board Members. Recommended for all Pension Fund Members, Optional for all other Members.</p> | <p>Executive Director of Resources Head of Treasury Management Governance Officer responsible for Local Pension Board</p> |
| 11 July 2022 | 5:45pm – 6:45pm | <p><u>Licensing Committee and Sub-Committees (face-to-face before committee)</u></p> <ul style="list-style-type: none"> • Role of the Licensing Committee • Role of Licensing Sub-Committees including hearings process and procedures <p>Mandatory for all new Members and returning Members of the Licensing Committee. Optional for other Members.</p> | <p>Barnet Licensing Team (officers TBC) HB Public Law</p> |
| 13 July 2022 | 5.30pm – 6.45pm | <p><u>Audit Committee (face-to-face before committee)</u></p> <ul style="list-style-type: none"> • Role of the Member of the Audit Committee – including approval of the Statement of Accounts • Financial Controls • Audit and CAFT Plan • External Audit Plan • Receipt of Internal and External Audit Reports – including availability of internal reports that have received sufficient assurance <p>Required for all new and returning Committee Members. Optional for all other Members.</p> | <p>Executive Director for Assurance Assistant Director for CAFT & Community Safety</p> |

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| 18 July 2022 | 1:30pm - 3pm | <p><u>Strategy, Communications, Customer Services and Engagement (online)</u></p> <ul style="list-style-type: none"> • Corporate Plan and Strategy – including: development of the Corporate Plan including consultation and use of findings to inform budget priorities; current corporate plan priorities and emerging priorities; process for corporate plan. • Communications and Consultation • Customer Services – including: transparency and open data; and Customer Services Transformation • Use of Social Media • Engagement with Communities and Neighbourhoods • Corporate Communications vs. Political Communications <p>Optional for all Members.</p> | Assistant Director Strategy & Communications Deputy Head of Communications |
| 25 July 2022 | 5:45pm - 6:45pm | <p><u>Investment Training for Pension Fund Committee Members</u></p> <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; <p>Recommended for new and returning Pension Fund Committee Members and Members appointed to the Local Pension Board. Optional for all other Members.</p> | Executive Director of Resources Head of Treasury Management Governance Officer responsible for Local Pension Board External Investment Manager |

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| <p>8 September 2022</p> | <p>1:30pm - 3:00pm</p> | <p><u>Health Overview (online)</u></p> <ul style="list-style-type: none"> • Joint Strategic Needs Assessment and Health of the Borough • Director for Public Health – services commissioned and delivered • Statutory Duties – commissioning and influencing • Duties of Health & Well-Being Boards and links to Clinical Commissioning Group <p>Required for all new and returning Adults & Safeguarding Committee Members, HOSC Members and Members appointed to the Health & Well-Being Board. Optional for all other Members.</p> <p>Supported by written briefing on key elements.</p> | <p>Executive Director for Adults Director of Public Health</p> |
| <p>13 September 2022</p> | <p>5:30pm – 6:30pm</p> | <p><u>Mental Capacity Act 2005 Duties & Dementia (face-to-face before committee)</u></p> <ul style="list-style-type: none"> • Responsibilities under the Act • Principles of the Act • Deprivation of Liberty Safeguards Regime <p>Required for all new and returning Adults & Safeguarding Committee Members. Optional for all other Members.</p> | <p>Executive Director for Adults</p> |
| <p>20 September 2022 or later</p> | <p>6pm - 8pm</p> | <p><u>Personal Safety for Councillors (online)</u></p> <ul style="list-style-type: none"> • This is an essential programme for councillors who lone work as part of their role and who want to be more aware of their personal safety. • Designed to sit within any organisation’s policy, the session is based on sensible advice and established good practice. • The session will make participants more aware about the reasons why people can behave in negative ways and explores practical ways to avoid situations becoming uncontrollable. <p>Optional for all Members.</p> | <p>Trainer: Miranda Smythe The Baikie-Wood Consultancy Ltd.</p> |

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| 3 October 2022 | 6-8pm | <p><u>Equality and Unconscious Bias (online; once every four years)</u></p> <p>The session will provide a training on equality and diversity, delivered in two parts:</p> <ol style="list-style-type: none"> 1. Unconscious Bias facilitated by Laurelle Brown 2. Public-Sector Equality Duty and Equality Act 2010 facilitated by Jessica Farmer, HB Public Law. <p>Unconscious Bias outcomes summary delegates will have enhanced:</p> <ul style="list-style-type: none"> • Knowledge of what unconscious bias is and how this manifests everyday life • Knowledge of relevant psychological theory • Knowledge of latest bias related statistics and research • Understanding of the importance and value of challenging biases • Awareness of the impact of unconscious bias on staff, service users and residents within the borough and how this can be addressed <p>Recommended for all Members.</p> | HB Public Law and External Trainer: Laurelle Brown |
| 1 Nov 2022 | 1pm - 3pm | <p><u>Social Media Training (online)</u></p> <ul style="list-style-type: none"> • To understand how you can use social media to stay in touch with communities and stakeholders • To understand your personal or corporate brand and how you can use this to communicate effectively • To be aware of good practice and top tips for social media • To be aware of the different social media platforms and their relative strengths <p>Recommended for all Members</p> | Trainer: Karen Ainley Mosaic Publicity https://www.mosaicpublicity.co.uk/ - |
| 6 December 2022 | TBC | <p><u>Civil Resilience Training (online)</u></p> <p>Recommended for all Members</p> | Head of Organisational Resilience |

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Date to be Allocated

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| TBC – date *must be before annual council | TBC | <p>Coaching for new Mayor and Deputy (annual session) (online or face to face)</p> <ul style="list-style-type: none"> • Chairing Full Council • Preparing and delivering speeches for civic occasions (using our 'Magic Minute' formula) • Avoiding common pitfalls in the Mayoral year ahead. <p>Required for new Mayor and Deputy Mayor</p> | Trainer: Phil O'Brien Link Support Services (UK) Ltd |
| TBC | TBC | <p><u>Elections</u></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>Recommended for Members of the Constitutional & General Purposes Committee. Optional for all other Members.</p> | Executive Director Assurance Head of Electoral Services |

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Written Briefings – For Members Intranet Page

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| | <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 | Monitoring Officer Head of Governance |
| | <p><u>Council Funding Streams</u></p> <ul style="list-style-type: none"> • Corporate Grants • Area Committee CIL Funding • Crowdfunding | Growth & Development Strategy |
| | <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 | Information Management |
| | <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. | Community Safety Team |

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| | | <u>Ward Work</u> <ul style="list-style-type: none">• Members Surgeries• Members Enquiries• Ward Tours | Head of Governance |
| | | <u>Regional and Central Government</u> <ul style="list-style-type: none">• Department for Communities and Local Government• Mayor of London, GLA, City of London and 32 boroughs• West London Sub-Region – including work of the West London Economic Prosperity Board | Head of Governance |

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Ad-Hoc Member Development Sessions

During each administration, there will be a requirement to undertake subject specific Member Development briefings on various issues that affect the Council, residents and partners. Examples include:

- Council funding streams (e.g. corporate grants, area committee CIL funding, crowdfunding, etc.)
- Brent Cross Cricklewood
- Counter Terrorism
- Violence Against Women and Girls

To commission an ad hoc session, officers should consult with the relevant chief officer and committee chairman/lead Member and provide the following:

Session title - Recommended

Aim: The session will provide an insight to XX. It will be facilitated by XX (named officer or training provider). The session will assist Members by helping them to XX

Who for: All Members or specific councillors (e.g. Pension Fund Committee Members)

Date: Month - TBC

Time: Please confirm how long you need

Location: Microsoft Teams or Hendon Town Hall

Lead Officer: Executive Director / Head of Service

The above session overview and approach would need to be approved by the relevant chief officer and committee chairman/lead Member prior to invitations being circulated by the Governance Service.

Officers delivering the session must complete an attendance sheet and provide copies of presentations or materials used to the Governance Service to retain in central records.

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Subject Specific Training Requirements

Items below will be delivered as part of the Member Development Programme. Dates, delivery format, etc. to be confirmed:

- Local Pension Board – LPB Members are required to have individual training plans in place which ensure that Board Members have been trained in accordance with the CIPFA Local Pension Boards: Technical Knowledge and Skills Framework: <http://www.cipfa.org/policy-and-guidance/publications//local-pension-boards-a-technical-knowledge-and-skills-framework-pdf>
- Pension Fund Members - Pensions Finance Knowledge and Skills Framework - Technical Guidance for Elected Representatives and Non-executives in the Public Sector - <https://www.cipfa.org/policy-and-guidance/publications/p/pensions-finance-knowledge-and-skills-framework-elected-representatives-and-nonexecutives-pdf>
- North London Waste Authority – Members who are appointed to the NLWA are recommended to be the Lead Members for Finance and Environment. Newly appointed Members to the NLWA should receive a specific briefing on the Authority and its role from the Strategic Director for Environment and Waste Strategy Manager. The NLWA also deliver training sessions for borough Members appointed to it and it is strongly recommended that appointed Members attend this training as and when it takes place.
- School Admissions Appeals Panel Members – Panels must be made of i) a lay member (someone without personal experience in the management of any school or provision of education in any school (except as a school governor or in another voluntary capacity)) ii) a person who has experience in education, who are acquainted with educational conditions in the local authority area, or who are parents of registered pupils at school. Members of school admission appeal panels must have received appropriate training before sitting in on a hearing.
- School Exclusions Appeals Panel Members – The panel must be comprised of the following three categories; A lay member (to chair the panel), a current or former school governor (who have served as a governor for at least 12 consecutive months in the last 5 years, provided they have not been a teacher to head teacher during this time) and a Head teacher or individual who has been a head teacher within the last five years. All panel members and clerks must have received training within the two years prior to the date of the review.
- Standards Committee Independent Members – induction training from the Monitoring Officer or Head of Governance
- Co-opted Members to Children, Education, Libraries and Safeguarding Committee – briefing from the Head of Governance or a Governance Officer on the regulations enabling co-opted Member representation on the Committee and expectations of co-opted Members in respect of scrutinising education matters on CES.
- Members and officers appointed to serve on external companies should undertake training on the roles and responsibilities of Board Members.

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May 2022 – May 2026

External sessions

- Several external training sessions will continue to be offered throughout the term of new administration normally via email to the councillors as required.

Other Resources

General

- London Councils New Councillors Reception – induction into pan-London local government scene; speakers from London Councils, the London Assembly and the City of London Corporation. The Mayor of London will also be invited. **(not yet confirmed for 2022)**
- Member Mentoring: [peer challenges - information for peers - Councillor Mentoring Handbook.pdf \(local.gov.uk\)](#)
- LGA's range of political leadership development programmes - [Highlighting Political Leadership | Local Government Association](#)
- New Councillor Hub - [New councillor hub | Local Government Association](#)
- Councillor workbooks - [Councillor workbooks | Local Government Association](#)
- Directorate Briefing Packs
- Members Portal
- Ward Profiles
- Borough Tour / Colindale and Hendon Town Hall Overview
- Members IT Handbook, Key Contacts, Newsletters (e.g. Members Newsletter, Highways, Re)
- Chairing Skills: <https://www.local.gov.uk/sites/default/files/documents/chairing-skills-d28.pdf>
- Being and Effective Ward Councillor: https://www.local.gov.uk/sites/default/files/documents/11%2057_LGA%20Cllr%20Workbook_Being%20an%20effective%20ward%20councillor_August%202017.pdf

Pensions

- The Pensions Regulator Public Service Toolkit: <http://www.thepensionsregulator.gov.uk/public-service-schemes.aspx>

Treasury Management

- Treasury Management in the Public Services: Guidance Notes for Local Authorities 2017: <http://www.cipfa.org/policy-and-guidance/publications/t/treasury-management-in-the-public-services-guidance-notes-book> (Paid for CIPFA publication)
- Treasure Your Assets: <https://www.cfps.org.uk/treasure-your-assets/>

Children's

- National Children's Bureau: <https://www.ncb.org.uk/>
- Research in Practice: <https://www.rip.org.uk/>

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Adults & Health

- NHS Digital – Adult Social Care Outcomes Framework: <https://digital.nhs.uk/article/324/Adult-Social-Care-Outcomes-Framework-ASCOF->
- Public Health Outcomes Framework: <https://fingertips.phe.org.uk/profile/public-health-outcomes-framework>
- Safeguarding Adults Return: <https://data.gov.uk/dataset/safeguarding-adults-return>
- Governance of Sustainability and Transformation Plans: <https://www.cfps.org.uk/governance-sustainability-transformation-plans-verdict-far/>

Counter Terrorism

- Channel Training: http://course.ncalt.com/Channel_General_Awareness/01/index.html
- Prevent: <https://www.elearning.prevent.homeoffice.gov.uk/>
- Workshop to Raise Awareness of Prevent: <https://www.jisc.ac.uk/training/workshop-to-raise-awareness-of-prevent-wrap>