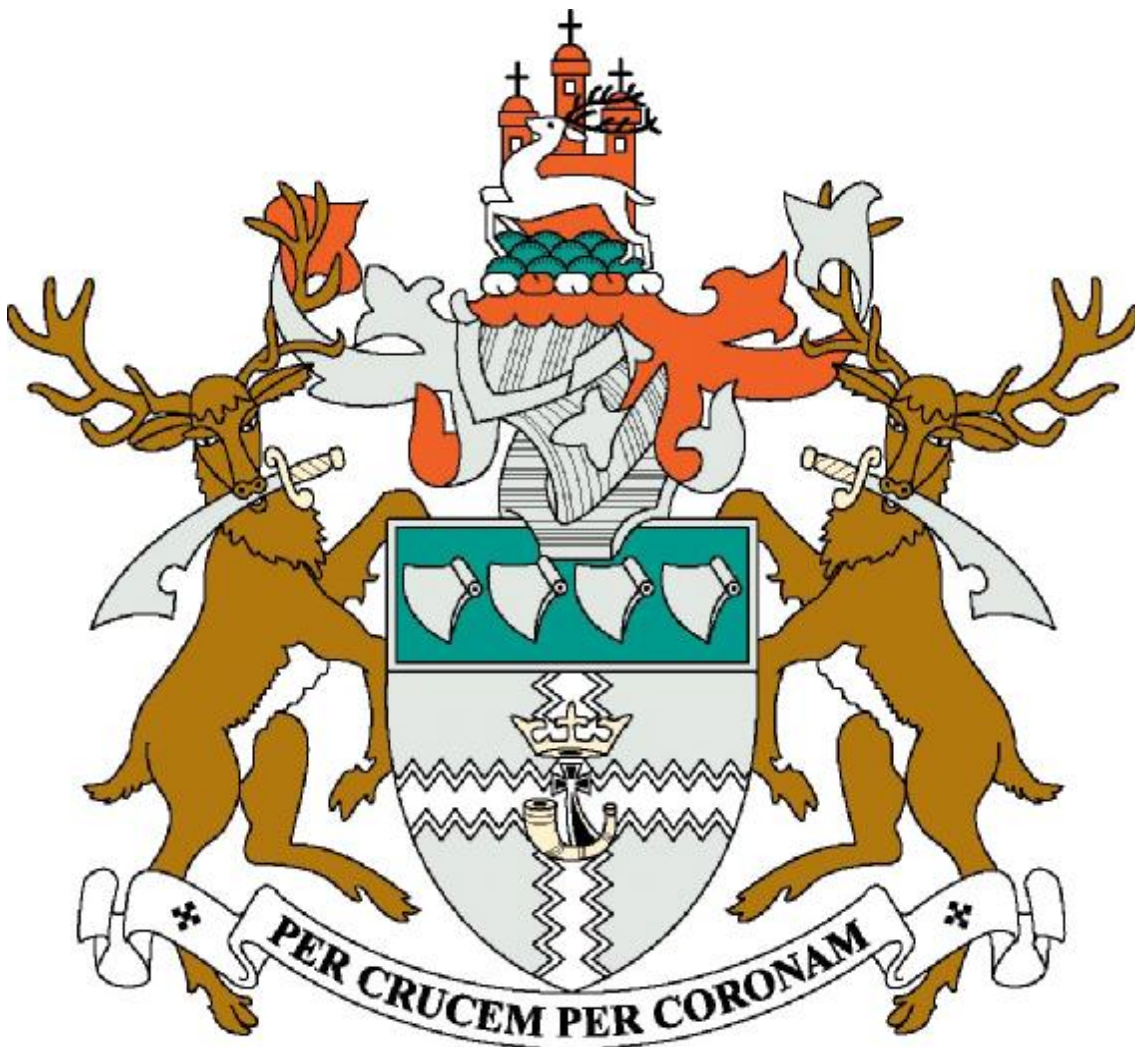


# Councillor Development Programme 2021/22 Prospectus

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





# Councillors' Training Programme 2021/22

## Introduction

- Welcome to the Councillors' training programme for 2021/22. 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.
- Where sessions are open to Town and Parish Councillors, all booking must come from the relevant Clerk. This is to ensure that the Clerk maintains local training records.
- This year due to COVID restrictions many sessions will be held virtually by Zoom.
- Some are designated "Mandatory". This means that, for relevant Councillors, attendance is a necessary pre-requisite to becoming involved in a specific activity or serving on a member body. In other words, members will be unable to undertake those roles without this training. This designation is of 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.
- Please email Kim Partridge, [kpartridge@eppingforestdc.gov.uk](mailto:kpartridge@eppingforestdc.gov.uk) to confirm your attendance at training, remember to book yourself onto the courses which are Mandatory.
- EFDC Councillors 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.
- If having booked a course, you are unable to attend, please notify Kim Partridge email [kpartridge@eppingforestdc.gov.uk](mailto:kpartridge@eppingforestdc.gov.uk). This will enable your place to be offered to someone else.

**Please note** – that training attendances by individual District Councillors are published on the Council's website.

## Session Designations for District Councillors

New and Re-elected Member Welcome and Induction	Mandatory for ALL Councillors elected or re-elected
Planning	Mandatory for all new Councillors / Biennially for all other Members
How the Council Works	Mandatory for New Members / Once per term thereafter
Code of Conduct	Mandatory for New Members / Once per term thereafter - Including Town / Parish Councillors
Paperless Agenda, Accessing Documents and Apps	Mandatory for New Members / Once per term thereafter
Data Protection	Mandatory for New Members / Once per term thereafter
Licensing Committee - Introduction	Mandatory for all Licensing Committee members
Overview and Scrutiny	Mandatory for all O&S Committee members
Chairmanship Skills	Mandatory for Chairmen and Vice-Chairmen
Local Authority Finance and Budget Process	Mandatory for Members of Audit & Governance or Finance & Performance Management
Constitution	Mandatory for New Members / Once per term thereafter
Risk Management	Mandatory for Members of Audit & Governance or Finance & Performance Management
Treasury Management	Mandatory for Members of Audit & Governance or Finance & Performance Management

## List of Members' Training Courses

Course Title	Date / Time	Session Designation	Page
New and Re-elected Member Welcome and Induction Essential housekeeping for new and re-elected members	12 May 2021 By appointment	Mandatory for ALL Councillors elected or re-elected	7
Full Day Seminar	14 May 2021 (Friday)	Mandatory for ALL Councillors elected or re-elected	
Connectivity Help	9am ~ 10.30am		8
How the Council Works Overview of the various committees	10.30am ~ 11.30am		9
		Comfort Break 11.30am ~ 11.45am	
Code of Conduct Outline of the Government's ethical framework and the duties and responsibilities of Councillors	11.45am ~ 1pm	Mandatory for New Members / Once per term thereafter - Including Town / Parish Councillors	10
		Lunch 1pm ~ 1.30pm	
Data Protection	1.30pm ~ 3.00pm	Mandatory for New Members / Once per term thereafter	11
Planning	3.00pm~ 5.00pm	Mandatory for all new Councillors / Biennially for all other Members	12
Chairmanship of Area Plans Sub-Committee and District Development Committee	18 May 2021 10.00am ~ 12.30pm	Desirable for Chairman and Vice Chairman of Area Plans Sub-Committees and DDMC	14
Licensing	TBA 9.30am ~ 5.00pm	Mandatory for all Licensing Committee members	13
Planning Enforcement	29 June 2021 6.00pm ~ 8.00pm	Mandatory for New Members / Once per term thereafter	14

Local Authority Finance and Budget Process	2 July 2021 2.00pm ~ 4.00pm	Mandatory for members of Audit & Governance or Finance & Performance Management Committees	15
Code of Conduct (Repeat) Outline of the Government's ethical framework and the duties and responsibilities of Councillors	9 July 2021 6.00pm ~ 8.30pm	Mandatory for New Members / Once per term thereafter - Including Town / Parish Councillors	16
Safeguarding	7 September 2021 6.30pm~ 9.00pm	Mandatory for all new Councillors / Biennially for all other Members	17
Effective Ways to Contact the Council	27 September 2021 7.00pm ~ 9.00pm	Mandatory for New Members / Once per term thereafter	18
Constitution	7 October 2021 6.00pm ~ 8pm	Mandatory for New Members / Once per term thereafter	19
Risk Management	17 January 2022 6.00pm ~ 7.00pm	Members of Audit & Governance or Finance & Performance Management	22

**SUBJECT:** New and Re-elected Member Welcome and Induction

**DATE(S)** 12 May 2021

**VENUE:** Civic Offices – Appointment Only

**TIME/DURATION:** TBC

**SUMMARY OF COURSE CONTENT**

- Signing of Declarations of Acceptance of Office
- Issue of iPads
- Personal Registration Details
- Issue of office entry cards
- Photographs for publicity purposes
- How to contact the Council – Website or Member Contact?

This session is specifically for newly elected or re-elected Councillors.

Due to COVID restrictions an appointment system will be necessary.

**COURSE TUTOR(S)**

Georgina Blakemore – Chief Executive

**SUITABLE FOR:**

Mandatory for New and Re-elected Councillors

**HOUSEKEEPING DETAILS:** NA

**NB. Not suitable for Town and Parish Councils**

**SUBJECT:** Connectivity Help  
**DATE(S)** 14 May 2021  
**VENUE:** Virtual Meeting via Zoom  
**TIME/DURATION:** 9.00am ~ 10.30am

**WHY YOU SHOULD COME TO THIS COURSE:**

You have now been issued with technology. If you have any issues please contact ICT on 01992 564888 so that you can be given assistance to get you online and ready for accessing the essential Member Training.

**COURSE TUTOR:**

Maryvonne Hassall - ICT Manager  
Members and Delivery Points Manager  
Gary Woodhall - Deputy Monitoring Officer & Team Manager – Democratic & Electoral Services

**COURSE DESIGNATION:**

Mandatory for all New and Re-elected Members  
Desirable for all

**HOUSEKEEPING DETAILS:**

NA

**NB. Not suitable for Town and Parish Councils**



**SUBJECT:** How the Council Works  
**DATE(S)** 14 May 2021  
**VENUE:** Virtual Meeting via Zoom  
**TIME/DURATION:** 10.30am ~ 11.30am

**WHY YOU SHOULD COME TO THIS COURSE:**

It is easy to be confused by the workings of the Council's committees and they change regularly. This course seeks to explain how the Cabinet works in conjunction with the other committees on the Council and how you can make the best use of the constitutional rules.

**SUMMARY OF COURSE CONTENT**

(1) To describe the respective roles of the Council, the Cabinet and Overview & Scrutiny in decision making which will cover topics such as:

- Executive (Cabinet) functions
- Council Functions (Non Cabinet functions)
- The policy and budget framework
- Call in by Overview & Scrutiny
- Portfolio Holder decisions
- Role of Leader.

(2) To outline the conventions and protocol regarding meetings of the full Council including:

- speaking;
- raising motions;
- asking questions;
- moving amendments
- the role of the Chairman of the Council and the Vice Chairman.

**COURSE TUTOR:**

Gary Woodhall - Deputy Monitoring Officer & Team Manager – Democratic & Electoral Services

**COURSE DESIGNATION:**

Mandatory for all New and Re-elected Members  
Desirable for all

**HOUSEKEEPING DETAILS:**

NA

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/84548365359>**

**Meeting ID: 845 4836 5359**

**Passcode: 589747**

**NB. Not suitable for Town and Parish Councils**

**SUBJECT:** Code of Conduct  
**DATE(S)** 14 May 2021  
**VENUE:** Virtual Meeting via Zoom  
**TIME/DURATION:** 11.45am ~ 1pm

**WHY YOU SHOULD COME TO THIS COURSE:**

Understand the Government's ethical framework and the duties and responsibilities of Councillors. Particular reference will be made how to avoid the pitfalls of the new Code of Conduct.

**SUMMARY OF COURSE CONTENT**

1. General obligations under the Code of Conduct
2. Description of the current code of conduct including:
  - Responsibilities of Councillors
  - Standards Committees
  - Registration of Interests
  - Acceptance of Office
  - Gifts and Hospitality
  - Complaints Process
3. Advice on the declaration of interests at relevant meetings including:
  - Declarable Pecuniary Interests
  - Other interests
  - Membership of other bodies
4. General obligations under the Code of Conduct
5. Outline of the forthcoming changes in the standards regime.

**COURSE TUTOR(S)**

Nathalie Boateng – Monitoring Officer & Service Manager (Legal) and Monitoring Officer  
Gary Woodhall - Deputy Monitoring Officer & Team Manager – Democratic & Electoral Services

**COURSE DESIGNATION:**

Mandatory for all New and Re-elected Members  
Desirable for all

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/84548365359>**

**Meeting ID: 845 4836 5359**

**Passcode: 589747**

**SUBJECT:** Data Protection  
**DATE(S)** 14 May 2021  
**VENUE:** Virtual Meeting via Zoom  
**TIME/DURATION:** 1.30pm ~ 3.00pm

**WHY YOU SHOULD COME TO THIS COURSE:**

This course will provide members with an introduction to data protection requirements and the implications for the Council and their individual role as elected community representatives, in terms of the processing of personal information. The course will also ensure that members understand the policies and practices operated by the Council to protect the personal information and the rights of data subjects that it works with.

**SUMMARY OF COURSE CONTENT**

- the background and context of the General Data Protection Regulation and the Data Protection Act 2018 ('the Act');
- the aims and requirements of the Act;
- key data protection terms and definitions;
- the data protection principles;
- key data protection provisions and their implication for the work of the Council and elected members;
- the rights of data subjects, including the right of subject access;
- exemptions to the Act;
- data protection offences and enforcement, including the role of the Information Commissioner; and
- the Council's approach to data protection, including its Data Protection Policy.

**COURSE TUTOR:**

Nathalie Boateng - Data Protection Officer

**COURSE DESIGNATION:**

Mandatory for all

**HOUSEKEEPING DETAILS:**

NA

**Join Zoom Meeting**  
**<https://us02web.zoom.us/j/84548365359>**

**Meeting ID: 845 4836 5359**  
**Passcode: 589747**

**SUBJECT:** Planning  
**DATE(S)** 14 May 2021  
**VENUE:** Virtual Meeting via Zoom  
**TIME/DURATION:** 3.00pm ~ 5.00pm

## **WHY YOU SHOULD ATTEND THIS COURSE**

### **To understand:**

- the important role that members play in the planning application process,
- the context of the new Local Plan,
- master planning and pre-application considerations
- how decisions are made by members.
- the new planning code of practice and your obligations under the Code of Conduct.

### **Introduction**

- What is Planning
- Understanding the Planning System
- Local Plan, its context and considerations

### **Dealing with applications**

- Pre-application discussions and master planning
- What happens before a decision is made?
- Application types and validation procedures
- Who makes the Decisions?
- Officer delegation - how these decisions are taken and when they are taken
- the weekly list and how members can call applications into Subcommittee
- Avoiding the pitfalls of public canvassing
- Important role of Councillors
- So what is it like being a member of a planning subcommittee
- Application of Planning Policy
- What are Material Considerations?
- Non-Planning Matters
- Site visits - when they are appropriate and when to ask for one.
- Making a Decision
- Types of Planning Permissions
- Contact with applicants, developers and interested persons
- Lobbying;
- Dealing with Officers

### **Member determination and Planning Code**

- Attendance and participation at public meetings
- Site visits
- Officer reports and recommendations;
- Conduct during public meetings
- Decision-making;
- Decisions contrary to the officer recommendation;
- The role of the District Development Management Committee

**After a decision is made**

Planning Appeals  
Top Tips

**COURSE TUTOR(S)**

Nigel Richardson – Service Director – Planning  
Gary Woodhall - Deputy Monitoring Officer & Team Manager – Democratic & Electoral Services

**COURSE DESIGNATION:**

Mandatory for all New and Re-elected Members  
Desirable for all  
Open to Parish and Town Councils

**HOUSEKEEPING**

**DETAILS:**

NA

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/84548365359>**

**Meeting ID: 845 4836 5359**

**Passcode: 589747**

**SUBJECT:** Chairmanship of Area Plans Sub-Committee and District Development Management Committee

**DATE(S)** 18 May 2021

**VENUE:** Virtual Meeting via Zoom

**TIME/DURATION:** 10.00am ~ 12.30pm

**WHY YOU SHOULD COME TO THIS COURSE:**

To understand the most frequent constitutional and procedural requirements relating to the chairmanship of the Sub-Committees

**SUMMARY OF COURSE CONTENT**

- procedural requirements for meetings (webcasting, apologies for absence, minutes etc.);
- constitutional requirements (voting, motions, decisions contrary to officer recommendations etc.);
- provision of advice during a meeting (the role of the Democratic Services Officer and Planning Officer);
- presentation of planning applications;
- public speaking (and further speaking/clarification);
- site visits;
- management of 'difficult' meetings;
- conditions/reasons for refusal (particularly decisions contrary to officer recommendations etc.); and
- identification of 'way forward' (when applications refused).

**COURSE TUTOR(S)**

Nigel Richardson – Service Director – Planning

Gary Woodhall - Deputy Monitoring Officer & Team Manager – Democratic & Electoral Services

**COURSE DESIGNATION:**

Desirable for Chairmen and Vice Chairmen of Area Plans Sub-Committee and District Development Management Committee

Desirable for all

**HOUSEKEEPING**

**DETAILS:**

NA

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/85993925891>**

**Meeting ID: 859 9392 5891**

**Passcode: 974387**

**NB. Not suitable for Town and Parish Councils**

**SUBJECT:** Licensing

**DATE(S)** TBA

**VENUE:** TBA

**TIME/DURATION:** 9.30am ~ 5.00pm

**WHY YOU SHOULD COME TO THIS COURSE:**

To ensure members of the Licensing Committee and Sub-Committees are kept up to date with licensing law and procedures of the Panel.

**SUMMARY OF COURSE CONTENT**

To be advised.

**COURSE DESIGNATION:**

Mandatory for all Licensing Committee Members

**HOUSEKEEPING  
DETAILS:**

Lunch in Members' Room

**NB. Not suitable for Town and Parish Councils**

**SUBJECT:** Introduction to Planning Enforcement

**DATE(S)** 29 June 2021

**VENUE:** Virtual Meeting via Zoom

**TIME/DURATION:** 6.00pm ~ 8.00pm

**WHY YOU SHOULD COME TO THIS COURSE:**

To understand the authorities planning enforcement role in investigating and prosecuting against unauthorised development or changes of use.

To give members an understanding of the circumstances when the council would take enforcement action

**SUMMARY OF COURSE CONTENT**

The following elements will be covered during the course:

- An overview of the planning enforcement system – its purpose, its powers and legal status.
- How enforcement complaints are investigated – role of officers, what is a complaint, how is it dealt with, time taken to investigate.
- The expectations and possible actions to be taken, enforcement notices, planning contravention notices, stop-notices, prosecutions and injunctions. Right of Appeal and process.

**COURSE TUTOR(S)**

Jerry Godden – Principal Planning Officer (Enforcement)

**COURSE DESIGNATION:**

Mandatory for all New and Re-elected Members  
Desirable for all  
Open to Parish and Town Councils

**HOUSEKEEPING  
DETAILS:**

NA

**Join Zoom Meeting**  
**<https://us02web.zoom.us/j/89099407869>**  
**Meeting ID: 890 9940 7869**  
**Passcode: 873122**



**SUBJECT:** Local Authority Finance and Budget Process

**DATE(S)** 2 July 2021

**VENUE:** TBA

**TIME/DURATION:** 2.00 pm ~ 4.00pm

**WHY YOU SHOULD COME TO THIS COURSE:**

To enhance Member's knowledge of Local Authority financing and budgeting.

**SUMMARY OF COURSE CONTENT**

Explanation of key terms and concepts

- General Fund
- Housing Revenue Account
- Capital and Revenue expenditure
- Sources of Funding

Budgeting Process

- Budget Cycle and Timetable
- Continuing Service Budgets - CSB
- District Development Fund - DDF
- Medium Term Financial Strategy

**COURSE TUTOR(S)**

Andrew Small - S151 Officer

**COURSE DESIGNATION:**

Desirable for all

**HOUSEKEEPING  
DETAILS:**

Tea and Coffee in the Members' Room

**SUBJECT:** Code of Conduct (Repeat)

**DATE(S)** 9 July 2021

**VENUE:** TBA

**TIME/DURATION:** 6.00pm ~ 8.30pm

**WHY YOU SHOULD COME TO THIS COURSE:**

Understand the Government's ethical framework and the duties and responsibilities of Councillors. Particular reference will be made how to avoid the pitfalls of the new Code of Conduct.

**SUMMARY OF COURSE CONTENT**

1. General obligations under the Code of Conduct
2. Description of the current code of conduct including:
  - Responsibilities of Councillors
  - Standards Committees
  - Registration of Interests
  - Acceptance of Office
  - Gifts and Hospitality
  - Complaints Process
3. Advice on the declaration of interests at relevant meetings including:
  - Declarable Pecuniary Interests
  - Other interests
  - Membership of other bodies
4. General obligations under the Code of Conduct
5. Outline of the forthcoming changes in the standards regime.

**COURSE TUTOR(S)**

Nathalie Boateng – Monitoring Officer & Service Manager (Legal) and Monitoring Officer  
Gary Woodhall - Deputy Monitoring Officer & Team Manager – Democratic & Electoral Services

**COURSE DESIGNATION:**

Mandatory for all New and Re-elected Members  
Desirable for all

**HOUSEKEEPING  
DETAILS:**

Tea and Coffee in the Members' Room

**SUBJECT:** Safeguarding (Child Protection) and Promoting the Welfare of Children and Young People

**DATE(S)** 7 September 2021

**VENUE:** TBA

**TIME/DURATION:** 6.30pm ~ 9.00pm

**WHY YOU SHOULD COME TO THIS COURSE:**

This training includes a two-hour introductory safeguarding course and offers the following learning objectives:

- § Understanding of the structure of Safeguarding Children in Essex
- § Awareness of the Council's responsibilities under Section 11 of the Children Act 2004
- § Awareness of significant harm and different types of abuse and how to recognise signs.
- § Understanding of relevant legislation
- § Knowledge of what to do when child abuse is suspected
- § Knowledge of the procedures and the Councillor's role in safeguarding and promoting the welfare of children

The training will include some group work and case studies and has been endorsed by the Essex Safeguarding Children Board

**SUMMARY OF COURSE CONTENT**

- The Council's responsibilities and duty of care
- Child Protection Legislation
- Foundation Training in Child Protection and promoting the welfare of children and young people
- EFDC Policy and procedures
- Making referrals to the Police and Social care
- Question and Answers

**COURSE TUTOR(S)**

Caroline Wiggins

**COURSE DESIGNATION:**

Mandatory for all then biennially

**HOUSEKEEPING  
DETAILS:**

Tea and Coffee in the Members' Room

**NB. Not suitable for Town and Parish Councils**

**SUBJECT:** Effective Ways to Contact the Council

**DATE(S)** 27 September 2021

**VENUE:** TBA

**TIME/DURATION:** 7.00pm ~ 9.00pm

**WHY YOU SHOULD COME TO THIS COURSE:**

This session is designed to introduce the Members how to contact the Council and how to signpost residents to the most appropriate contact point to ensure that you receive the most effective response.

**SUMMARY OF COURSE CONTENT**

- We will look at the roles of the Contact Centre vs Member Contact.
- The Council's website and online forms
- Out of hours contacts
- When things go wrong – Member Contact or EFDC Complaints Process

**COURSE TUTOR(S)**

Members and Delivery Points Manager

**COURSE DESIGNATION:**

Mandatory for all then once per term

**HOUSEKEEPING  
DETAILS:**

Tea and Coffee in the Members' Room

**NB. Not suitable for Town and Parish Councils**

**SUBJECT:** Constitution  
**DATE(S)** 7 October 2021  
**VENUE:** TBA  
**TIME/DURATION:** 6:00pm ~ 8pm

**WHY YOU SHOULD COME TO THIS COURSE:**

Our Constitution changed radically in 2016 from 650 pages to 390. This course will help you navigate the rules and procedures of the Council more easily and give some detail on the rules that apply to its meetings.

**SUMMARY OF COURSE CONTENT**

1. Introduction to the new Constitution  
Why we have done this  
What are the principles involved?
2. New Structure
3. The Council rules – How they work and FAQ's
4. Articles – what's new?
  - § Access to Information (Article 17)
  - § Overview and Scrutiny (Article 6)
  - § Decision making (Article 14)
  - § Area Plans Sub-Committees – Operation – (Article 10)
5. How the scheme of delegation works
6. Your questions answered

**COURSE DESIGNATION:**

Mandatory for all New and Re-elected Members  
Desirable for all

Nathalie Boateng – Monitoring Officer & Service Manager (Legal) and Monitoring Officer

**HOUSEKEEPING DETAILS:**

Tea and Coffee in the Members' Room

**SUBJECT:** Risk Management

**DATE(S)** 17 January 2022

**VENUE:** TBA

**TIME/DURATION:** 6.00 pm – 7.00 pm

**WHY YOU SHOULD COME TO THIS COURSE:**

Risk Management is the process of identifying risks, evaluating their potential consequences and determining the most effective methods of controlling them and/or responding to them. It is not an end in itself. Rather, risk management is a means of minimising the costs and disruption to the organisation caused by undesired events.

To manage risk effectively, the risk associated with each policy option or service delivery method needs to be systematically identified, analysed, prioritised, controlled and monitored. This process is referred to as the risk management cycle and the course will consider each part of the cycle drawing on practical examples from the Council's Corporate Risk Register.

**COURSE DESIGNATION:**

Mandatory for Members of the Audit & Governance Committee and Members of the Finance & Performance Management Cabinet Committee  
Desirable for all

**HOUSEKEEPING DETAILS:**

Tea and coffee in Members' Room