

COURSE NO. M3 (Part 1)
SUBJECT: Code of Conduct
DATE(S): 15 June 2013 (Saturday)
VENUE: Council Chamber, Civic Offices, Epping
TIME/DURATION: 10.00 am – 11.30 am

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 Standards arrangements which will shortly come into effect.

SUMMARY OF COURSE CONTENT

1. Description of the current code of conduct:
 - Responsibilities of Councillors
 - Standards Committees
 - Registration and declarations of interests
 - Acceptance of Office
 - Gifts and Hospitality
 - Complaints Process

2. General obligations under the Code of Conduct

COURSE TUTOR(S)

Monitoring Officer (Colleen O'Boyle)
Deputy Monitoring Officer (Ian Willett)

SUITABLE FOR:

Mandatory for all new District and Parish Councillors who are recently elected or re-elected.

Desirable for other Councillors and Parish and Town Clerks as a refresher.

HOUSEKEEPING DETAILS:

This session follows lunch in the Members' Room.

COURSE NO. M3 (Part 2)
SUBJECT: Current Issues in Planning
DATE(S) 15 June 2013 (Saturday) (11.30 – 1.00 pm)
VENUE: Council Chamber, Civic Offices, Epping

TIME/DURATION:

COURSE OBJECTIVES

To familiarise members of the Council and others with the legal and procedural basis of the Authority's development control planning role and preparation of its Local Plan.

SUMMARY OF COURSE CONTENT

- (i) definition of planning grounds
- (ii) liaison with planning officers prior to committee meeting deal with facts including their role in pre-application consultations
- (ii) rules about retrospective applications;
- (iii) single storey rear extensions - law changes/decision making by officers/prior approvals;
- (iv) National Planning Policy Framework - situation report
- (v) general update.

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

COURSE NO. M3 (Part 3)
SUBJECT: Planning Protocol
DATE(S) 15 June 2013 (Saturday)
VENUE: Committee Room 1
TIME/DURATION: 2.00pm – 3.30pm

COURSE OBJECTIVES

This session will be in the form of an open session regarding the planning protocol which is due for review. There will be an initial briefing on the present planning protocol followed by an opportunity for course delegates to raise matters of concern.

Among other things the session is likely to cover:

- (a) predetermination and predisposition under the Localism Act 2011;
- (b) public perception of members by the public;
- (c) debates in Committee.

COURSE TUTOR(S)

Ian Willett – Deputy Monitoring Officer
Nigel Richardson - Assistant Director of Planning Services

SUITABLE FOR:

Desirable all Councillors.

**HOUSEKEEPING
DETAILS:**

Beverages and lunch will be served in Members' Room at 1pm