

**SUBJECT:** Code of Conduct

**DATE(S)** Thursday 24 October

**VENUE:** CR1

**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  
Steve Tautz – Deputy Monitoring Officer & Democratic Services Officer

**COURSE DESIGNATION:**

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

**HOUSEKEEPING  
DETAILS:**

Tea and Coffee in the Members' Room

# **Councillor Communication Skills Programme**

**1 November 9.30am ~ 12pm**

This programme has been specially developed for Epping Forest Direct Council Members, who want to develop their communication profile.

The session is divided into two main elements: understanding and using social media and speaking in public.

## **Programme Objectives**

By the end of the programme, Councillors will be able to:

- Identify the strengths and weaknesses of major social media channels
- Work within the major do's and don'ts of social media
- Find and target an audience
- Build a 'brand' across platforms
- Manage trolls and keyboard warriors
- Structure verbal information for flow and understanding
- Speak with confidence and gravitas
- Use positive non-verbal communication to reinforce key messages.

## **Additional Information:**

This is a highly practical half-day which will add value to participants' existing knowledge and expertise.

There will be opportunities for some modest public speaking practise in the latter part of the session for those attendees who wish to participate.

Full workbooks will be provided.

# Reading for Speed and Retention on Electronic Devices

**1 November 1pm ~ 3.30pm**

This has been developed for Members from Epping Forest District Council who need to be able to read and summarise information from electronic devices and written text faster, and more effectively. The seminar focuses on the different types of reading styles and encourages better retention of written material by making use of specific techniques.

## **Programme Objectives**

By the end of this programme delegates will be able to:

1. Co-ordinate eye movements better to minimise any poor reading habits
2. Identify and minimise barriers to reading
3. Read from electronic screens more efficiently by using a range of techniques
4. Improve retention of information by using an active reading style.

## **Further Information**

The session focuses on how our brain absorbs and process information, including the relationship between eye and brain. The session also explains different types of reading styles and how to learn new, positive reading habits.

**Duration:** 2.5 hours

**SUBJECT:** Risk Management  
**DATE(S)** 7 November 2019  
**VENUE:** Committee Room 1  
**TIME/DURATION:** 6.30 pm – 8.00 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

**SUBJECT:** Introduction to Planning Enforcement

**DATE(S)** 12 November 2019

**VENUE:** Council Chamber

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

**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:**

Tea and Coffee in Members' Room

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

**DATE(S)** 13 November 2019

**VENUE:** Committee Room 1

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

**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

**SUBJECT:** Electronic Expenses Claims

**DATE(S)** 26 November 2019

**VENUE:** CR1

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

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

As we continue to move away from paper processes and towards digital, how Councillors claim expenses is changing.

**SUMMARY OF COURSE CONTENT**

By the end of the programme, Councillors will be able to:

- Login to the electronic claims system
- Submit expenses claims
- View payslips and P60s

**SUITABLE FOR/COURSE DESIGNATION:**

Desirable for all

**COURSE TUTOR:**

Victoria Braybrook, Shared Payroll Services Manager  
Angela McKeon, HR Officer

**HOUSEKEEPING DETAILS:**

Tea and coffee in Members' Room

**SUBJECT:** Treasury Management

**DATE(S)** 9 January 2020

**VENUE:** Committee Room 1

**TIME/DURATION:** 6.30 pm – 8.30 pm

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

Treasury Management is the process of managing the Council's cash flow to optimise both borrowing and investment. Following the introduction of Self Financing for the Housing Revenue Account the Council has borrowings of £185 million and investments of £55 million. These are significant amounts and both need to be managed in a way that supports the Council's overall aims and objectives. The Treasury Management Strategy is updated and approved annually as part of the budget process. This training has been timed to assist Members in their consideration of the Treasury Management Strategy for 2019/20.

The training will be provided by the Council's external treasury management advisers, Arlingclose Ltd. The training will cover areas such as the Prudential Code, financial markets and their regulation, credit ratings and options for both borrowing and investing funds.

**COURSE TUTOR:**

Chief Financial Officer  
David Blake and Mark Swallow – Arlingclose Ltd.

**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 the Members' Room