

APPENDIX 1 - Sessions delivered 2018-2019

The Council has organised and delivered the following member learning and development sessions since the 2018 local elections.

Ten of the thirty sessions were mandatory. Members who were unable to attend the original Mandatory training sessions were invited to attend the repeat sessions.

The vast majority of sessions have been delivered by council officers and partners, with some external facilitators:

- **Elected Members Induction Day – Wednesday, May 9 2018**

The core induction session was designed to provide key information, support, resources and training for new and returning members. In order to ensure that information is made available to members at a steady pace, new (and returning) Members were given a “welcome pack” of basic information, IT equipment included all forms that we needed them to complete.

Hosted by the Council’s Chief Executive, the programme focused initially on a general introduction to the Council and core issues, with the objective that, by the end of the session, Members would have a better knowledge of all the Council’s service areas and immediate challenges and priorities.

- **Code of Conduct and related issues - Tuesday, 15 May 2018 (repeated 11 September)**

This training session was mandatory for all Members. This session covered issues crucial to the ethical operation of members’ roles, including the council’s Code of Conduct, the subject of bias and predetermination and the use of council resources. Also included for discussion were the topics of Freedom of Information, and IT including blogging and social media.

- **Planning Committee training session (all Members were welcome to attend) - Wednesday, 16 May 2018**

This training session was mandatory for committee Members and Substitutes. This training session was an opportunity for all members to find out what they need to know about the Licensing Act. Under the Act, the Council has a duty to prevent crime and disorder and public nuisance, protect children from harm and ensure public safety. Whether in their capacity as a ward member or a member of the Alcohol and Entertainment Licensing Committee, Members have a key role to play in both setting policy and influencing the outcome of individual applications.

- **Corporate Parenting and Safeguarding Children - Mandatory - Wednesday, 23 May 2018**

One of the mandatory Member Learning and Development sessions relates to statutory Safeguarding of Children and Young People and Members’ role as a Corporate Parent. This session was delivered to provide Members with details of their responsibilities as a Corporate Parent and how they can support the improvement in outcomes for our most vulnerable group of children.

- **Scrutiny Induction Training - Thursday, 24 May 2018**

This session is mandatory to all Scrutiny Committee Members (all Members were welcome to attend) and was delivered to help Members gain greater

support and awareness of the potential of the scrutiny function. It included practical exercises to help Members understand the important aspects of the work of the Scrutiny Committees.

- **Mod.Gov Training - Wednesday, 30 May 2018 (repeated 18 September)**

This briefing was facilitated to give Members an introduction to mod.gov. How Members can make the most of the Council's agenda management system, how to maximise the app's potential and show some useful shortcuts / tips.

- **Casework Training and Surgery Management – Wednesday, 30 May 2018 (repeated 18 September)**

This session was delivered to provide Members with detailed guidance on how best to manage their casework and surgeries. The session was delivered by others but supported by two former councillors.

- **Equalities Training, Mandatory – Tuesday, 5 June 2018**

This session was delivered to help all Members gain and develop a comprehensive understanding regarding equality and diversity, and why they are fundamental to delivering on Brent's vision, values and priorities. As a result of the session members will understand the expectations of the "Equality Framework for Local Government", why Brent is going for 'Excellent' accreditation this year and what is asked of members during the assessment process.

- **Emergency Preparedness: The Role of Councillors During Civil Emergencies – Tuesday, 12 June 2018**

This training session was jointly delivered by the Civil Contingencies Team at Brent Council, and the Emergency Planning College from the Cabinet office. The aim of the course was to introduce how "Blue Light Services" and the Council work in partnership to respond to Civil Emergencies. It introduced the role of Councillors during Emergency Response, and explained communications protocols so Councillors will know how they will receive information during an incident.

- **Background to Local Government Finance and Financial Management – Wednesday, 13 June 2018**

This induction course was principally designed to help inform new Members about the local government finance system, the Council's overall financial standing and the pressures that it faces, the system of financial management in place to manage these pressures and the role of Members in that. All Members were invited to attend.

- **Audit Committee and the Audit Advisory Committee Induction for Committee Members - Thursday, 14 June 2018**

This induction session was delivered to provide support to all newly appointed Members, including substitute Members and returning Members of the Audit Committee and the Audit Advisory Committee in reviewing the management of the loans and investment portfolios. The session explored the key role of the committee, including the support that could be provided to the Head of Internal Audit in promoting good governance.

- **Local Government Boundary Review in Brent – Tuesday, 26 June 2018**

This session was arranged to brief Members on the Local Government Boundary Review of Brent. Members learnt that Brent is currently undergoing a review to address electoral imbalances between wards.

- **Local Government Pensions Training for Committee Members – Tuesday, 26 June 2018**

This mandatory induction session was designed to support and train members sitting on the local pension committee and board.

- **Seminar on Prevention Matters: Understanding Radicalisation and Extremist Ideologies – Wednesday, 25 July 2018**

This session was delivered in order to give an overview of Far Right extremist ideologies and how they can be attractive to vulnerable people. The training covered how people may become involved in Far-Right extremism, details of the Far Right's objectives and how the Far Right operates and recruits.

- **Universal Credit / Welfare Reform – Thursday, 27 September 2018**

This briefing session was delivered to brief Members on the rollout of the DWP's full Universal Credit service, which commenced rollout in Brent November 2018.

- **Member Briefing on the London Borough of Culture 2020 – Thursday, 11 October 2018**

This session was delivered to provide members with an overview of what Brent has planned as the London Borough of Culture for 2020. The focus was on how the exciting projects and work streams have developed since we won the bid and the timeline and key milestones moving forward.

- **Safeguarding Vulnerable Adults - Mandatory Training – Monday, 15 October 2018**

This mandatory training to all Members was delivered to introduce members to the collective responsibility of the council, elected members, employees, and partner agencies, for providing the best possible care and safeguarding for our vulnerable adults.

- **The Community Infrastructure Levy/CIL S106 – Monday, 22 October 2018**

This session was delivered to explain how financial contributions come through the planning system, what they can be used for and some of the freedoms and constraints around them.

- **Housing Induction – Wednesday 31 October 2019**

The Members' Housing induction session was delivered to introduce members to the breadth of services delivered by Housing. It was an interactive session, where members had to engage in discussions through which they were made to understand the strategic overview of the services provided and get acquainted with the issues, challenges and solutions being delivered in areas such as Homelessness, Allocations, Tenancy Management, Repairs & Maintenance and Landlord Licensing.

- **Brent Design Guide Supplementary Planning Document (SPD1)
Tuesday 27 November 2018**

This session was delivered to give Members a better understanding of urban design principles and what is expected from development. Members learnt which design policies and guidance are in place and how these are expected to improve the quality of Design around the borough. This included the new Brent Design Guide Supplementary Planning Document (SPD1).

- **Parking Consultation – Tuesday 4 December 2018**

The session was delivered to give Members a look at several proposals affecting some parking permits so Members can give their views to the Lead Member for Environment prior to the Cabinet meeting where decisions will be made.

- **Health Scrutiny Training – Thursday 6 December 2019**

This scrutiny training was delivered in advance of a special scrutiny committee meeting on the 13th December 2018. The training was organised with the Centre for Public Scrutiny and was led by a consultant and trainer. This session for members of the scrutiny committees, was to look at how members can hold to account the NHS and health bodies as well as better understand developments in health policy and to give members a more detailed understanding of how the NHS is organised and the major changes since 2012, and what role members can have in scrutinising health bodies effectively.

- **Understanding how the prevent strategy is delivered within Brent Local Authority - Monday 10 December 2018**

This session was delivered to give Members the opportunity to hear from the Prevent Team and key delivery partners, understand what the counter – terrorism threat picture looks like in Brent, patterns, emerging trends and community activity. The session was jointly delivered by officers from the Local Authorities Prevent Team and Counter – Terrorism Police officers.

- **Proposed Changes to Brent's Housing Allocations Policy – Member Discussion - Tuesday 18 December 2018**

This one hour session was facilitated to give Members an opportunity to discuss the proposed changes to the Council's Allocation Scheme, where Members can express their views on these proposals, as well as any other amendments that they would like to see implemented.

- **Brent Start Adult Education - Tuesday 18 December 2018**

The session was delivered to give Members the opportunity to hear about the new curriculum, performance and future planning for the Adult Education service.

- **Council Tax Support and Local Welfare Assistance scheme reviews, 2020/21 - Thursday 10 January 2019**

This briefing session was delivered to give Members an early opportunity to comment on the Council Tax Support (CTS) scheme and the Local Welfare Assistance (LWA) scheme being reviewed in 2019, and to have input on the design principles and features of any future schemes, while modelling is still at a formative stage.

- **Digital Strategy - Thursday 31 January 2019**

The Digital Strategy Member development session was delivered to give Members the opportunity to hear more about Brent's Digital Strategy and the projects and pilots that are helping to deliver it and how it can help residents and the council.

- **Social Media Training – Tuesday 19 February 2019**

This training session was delivered to provide an overview of 'Getting the most out of social media'. This included updates on how the council uses social media, the benefits and risks for members who have their own accounts and top tips to get the best out of Twitter, Facebook, Instagram and the do's and don'ts of social media.

- **Understanding biodiversity – A session on meadows, verges and nature across Brent - Thursday 28 February 2019**

This session was delivered to provide members with the opportunity to ask staff in the Neighbourhood Management service any questions regarding the meadow areas and the Council's proposed 2019 schedule of cutting grass verges. In addition, Members were introduced to information about the different kinds of wildlife already established in Brent and to understand how the Council is working with numerous voluntary organisations and residents associations to protect and enhance nature across the borough in our parks and open spaces.

- **Home Office and Elected Members, Prevent Strategy Roundtable Monday 11 March 2019**

This roundtable event was facilitated to give Members an opportunity to discuss the Prevent Strategy and related policy developments directly with representatives of the Office for Security and Counter-Terrorism, Home Office. In addition, Members received information from the Prevent Programme Provider for the Channel programme that works directly with individuals at risk of radicalisation.

Further scheduled sessions for 2019:

- Presentation and Public Speaking Training - Wednesday 20 March 2019
- Dementia Awareness Training - Thursday 28 March 2019
- The Football Association - Member Briefing – Thursday 25 April 2019