

**Appx 1 - List of sessions 2019/2020**

**APPENDIX 1 – List of sessions delivered from March 2019 to January 2020**

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

Nine of the twenty-one 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:

- **Understanding how the prevent strategy is delivered within Brent Local Authority - Monday 11 March 2019**

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.

- **Presentation and Public Speaking Skills**

This course was delivered in response to requests from a number of Councillors. The purpose of the course was to improve Members' ability to present and communicate more effectively and dynamically. This course was followed by a 1-1 session for each Member with the trainer, to cover what each participant has identified as areas they wished to work on – in a totally private and confidential environment.

- **Dementia Awareness Training**

This session was delivered to enable Members become a Dementia Friend and to understand the Council's commitment to becoming a dementia friendly borough by 2020. The session explained the action plan led by the council and key partners locally, supporting people with dementia and their carers including dementia cafes, peer support and carer training.

- **Planning Committee training session (all Members were welcome to attend) - Wednesday, 8 May 2019**

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.

- **Briefing on the Neighbourhood Community Infrastructure Levy – Monday, 13 May 2019**

This session was delivered to give Members an overview of the NCIL process, including how applications can be made, key dates and what support is available for those who want to make an application and to share examples of successful projects.

**Scrutiny Essentials Training – For all Scrutiny Committee Members, all Members were welcome to attend – Thursday, 14 May 2019**

This session was facilitated by the Centre for Public Scrutiny (CfPS). The aim of this session was to help provide Members with a clear understanding of their role in scrutinising the council's executive and relevant partner organisations.

The session covered:

- the role and potential impact of scrutiny
  - council performance
  - how scrutiny can better add value to policy and practice in the future
  - the focus of overview and scrutiny and work programmes
  - preparing for meetings
  - questioning techniques.
- **Code of Conduct and related issues – Repeat Mandatory training sessions - 15 May 2019, 24 June 2019 and 8 July 2019**

This training session was mandatory for Members' who had not attended this training since May 2018. However, all members were invited to attend. The training was delivered to help Members comply with their Code of Conduct obligations by providing practical guidance on the different types of interest members need to legally register and/or declare at meetings. Guidance was also provided to Members on gifts and hospitality.

This training 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.

- **Alcohol and Entertainment licensing committee Mandatory training session for Committee Members, all Members were welcome to attend - Wednesday, 22 May 2019**

This training session was mandatory for Members and Substitutes. The 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 the capacity as a ward member or a member of the Alcohol and Entertainment Licensing Committee.

- **Brent Pensions Fund - Approach to Responsible Investment - Mandatory Training for Committee Members – Tuesday, 29 May 2019**

This mandatory session was delivered to cover the Council's legal responsibilities about management of the assets of the Brent Pension Fund, while incorporating environmental, social and governance considerations in its strategic decision making and to support and train the local pension committee and board members.

- **Audit Committee and the Audit Advisory Committee Mandatory Induction for Committee Members - Monday, 17 June 2019**

This 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.

- **Safeguarding Vulnerable Adults - Repeat Mandatory Training – Monday, 24 June 2019**

This training session was mandatory for Members who did not attend the training in 2018. However, all members were welcomed to attend. This training was facilitated 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.

- **Consultation on new Council Tax Support Scheme and Briefing on Brent Customer Access Review - Monday, 22 July 2019**

This session was delivered to give Members a better understanding of the Council's proposed change to a new scheme from April 2020 which will be simpler, more transparent and which works effectively alongside the introduction of Universal Credit. The Customer Access Review was to look at ways that Council interacts with its customers. It will lead to a new access offer, which will make it easier for customers to access services online and will be more closely aligned to the Brent Borough Plan 2019 – 2023 and evolving Digital Strategy.

- **Member Seminar on: Establishing an Integrated Environmental Services Delivery Model for 2023 - Monday 5 August 2019**

This seminar was delivered to give Members a better understanding of how our environmental services contracts were deliberately aligned to end in 2023. The seminar enabled Members to explore how these services could best meet the needs of residents, businesses and the environment and discuss a range of potential delivery models, from outsourcing to bringing services in house.

- **Landlord Licensing Consultation**

This session was delivered to brief Members on the ongoing consultation on the extension of Landlord Licensing and to seek Members' input.

- **Safeguarding Vulnerable Adults – Repeat Mandatory Training – Monday, 10 September 2019**

This training session was mandatory for Members' who had not attended this training since 2018. The training 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.

- **Brent Customer Access Review - Wednesday, 18 September 2019**

This session was delivered to explain how the Customer Access Review is looking at ways that Council interacts with its customers, which will lead to a new access offer, which will make it easier for customers to access services online more closely aligned to the Brent Borough Plan 2019 – 2023 and evolving Digital Strategy.

- **Corporate Parenting and Safeguarding Children – Mandatory Training - Wednesday, 9 October 2019**

This training session was mandatory for Members' who had not attended this training since 2018. However, all members were invited to attend. 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.

- **Equalities & Relationships Education - Mandatory Training - Monday, 21 October 2019**

This mandatory session was delivered to provide Members with information on what public bodies are required to do under the Equality Act 2010 and the Public Sector Equality Duty, and explore what this means in practice. The second part of this training session was to discuss age-appropriate relationship education and sex and relationships education in Brent schools, and to explain the legal duties on Schools to comply with the relevant requirements of the Equality Act 2010 and the Public Sector Equality Duty.

- **Neighbourhood Community Infrastructure Levy (NCIL) Grants Programme - Wednesday 30 October 2019**

The aim of delivering this session was to provide Members with a comprehensive overview of the Neighbourhood Community Infrastructure Levy (NCIL) grants programme and to highlight how best Members could support residents and community groups with their applications.

The NCIL grants programme is a significant driver for positive change across the borough, with millions of pounds available and dozens of community projects funded at each round. The scheme provides the opportunity to address the demands brought about by development on a neighbourhood-specific level.

- **Environmental Enforcement Meet, Greet, and Briefing with Councillors - Monday 6 January 2020**

This briefing session was for a formal introduction to Members by the Environmental Enforcement team. The aim was to give Members a better understanding of the work of the Environmental Enforcement team, to make Members aware of the current crime trends and the role of the Councillor when dealing with enquiries from their electorate. In addition, to show Members the work Environmental Enforcement (as a unit 18 months old) do in connection to the wards they represent and how the unit work with the Neighbourhood Managers.

- **Brent's Response to the Climate and Ecological Emergency - Tuesday, 7 January 2020**

This session was delivered to give Members and understanding of the climate science and how global warming will affect communities in Brent and share the steps the Council has been taking since declaring an emergency (at Full Council). In addition, to provide Members with the opportunity to share ideas on what action the Council and the whole community Brent can take.

### **Future Planned Mandatory Sessions**

- TFL Member Briefing - Major Cycle Route from Wembley to Willesden Junction - Tuesday, 14 January 2020
- Understanding Adult Social Care Services and Thresholds - Monday, 27 January 2020
- Chairing skills and Questioning Skills Workshop - Wednesday, 12 February 2020
- Emergency Preparedness: The Role of Councillors during Civil Emergencies - Monday, 17 February 2020
- Brent Parking Management Strategy – Members' Workshop - Monday, 24 February 2020
- Prevent Strategy - Home Office and Elected Members Roundtable Event - Tuesday, 10 March 2020
- The work and achievements of Regeneration in the Borough - Tuesday, 24 March 2020