



**Member Induction – Newly Elected Councillors  
January 27 to February 27  
Mandatory Learning and Development Programme**

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**Newly Elected Members' Induction Afternoon**

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**Aim:** The aims and objectives of the Members' Induction session are to provide a supportive and structured development framework to welcome the incoming Members. By the end of the session, Members will have a better knowledge of:

- The Council's Borough Plan;
- Brent 2020;
- Budgetary position;
- Governance arrangements and the responsibilities of specific committees, such as Planning, Licensing and Scrutiny Committees
- The different role of Members and officers.

**Who for:** All four newly elected Members will be required to attend this event.

**Date:** Monday 27 January 2020.

**Time:** 4.00pm to 6.00pm

**Location:** Brent Civic Centre

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**Code of Conduct and related issues - Mandatory**

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**Aim:** This session will cover 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 are the topics of Freedom of Information, and IT including blogging and social media.

**Who for:** All Members are required to attend.

**Date:** TBC

**Time:** TBC

**Location:** Brent Civic Centre.

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### **Corporate Parenting and Safeguarding Children - Mandatory**

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- Aim:** The term 'Corporate Parent' means the collective responsibility of the council, elected members, employees, and partner agencies, for providing the best possible care and safeguarding for the children who are looked after by the council. This session will 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.
- Who for:** All Members are required to attend.
- Dates:** TBC
- Times:** TBC
- Location:** Brent Civic Centre.

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### **Safeguarding Vulnerable Adults Training - Mandatory**

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- Aim:** All Members of the Council have a strategic role in relation to social services issues and need to satisfy themselves that the Council as a whole is discharging its statutory responsibilities and demonstrates good practice wherever possible.
- This evening training, which is mandatory for all members will 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.
- Who for:** Mandatory for all members.
- Date:** TBC
- Time:** TBC
- Location:** Brent Civic Centre

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### **Using and making the most of mod.gov**

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- Aim:** Members will receive an introduction to mod.gov. How to make the most of the system, how to maximise the app's potential and show some useful shortcuts / tips.
- Who for:** New members but all members may attend.
- Dates:** TBC
- Times:** TBC
- Location:** Brent Civic Centre

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### **Casework Training and Surgery Management**

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- Aim:** This session will provide Members with detailed guidance on how best to manage their casework.
- This session will cover issues such as:

- Hiring/finding Surgery venues,
- Identifying what the problem is – establishing the facts and find out how your constituent wants you to help.
- Referring the problem to the appropriate council department,
- Providing feedback to the constituent,
- Considering the wider issues – reflect on the issues raised by the casework,
- Monitor and assess own performance.

**Who for:** All members.  
**Dates:** TBC  
**Times:** TBC  
**Location:** Brent Civic Centre.

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### **Equalities Training - Mandatory**

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**Aim:** During this session, members will 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.

**Who for:** Mandatory for all members  
**Date:** TBC  
**Time:** TBC  
**Location:** Brent Civic Centre.  
**Location:** Brent Civic Centre.

**For further information, or if you would like to suggest topics for future sessions, please contact Michelle Sylva**