

**Appendix 4**  
**Member Learning & Development Events delivered in-house 2007/08**

	Date	Event	Description of course	Attendees
INDUCTION	08/05/07	<b>Chief Executive's Welcome</b>	Introduced members to the council's vision & priorities, directorate structure, key challenges and key partners	22
		<b>Member Development Working Group's Welcome</b>	Focused on the role of councillor and how it differs from other jobs, the support and development available to newly elected members and some initial tips ("If I'd known then what I know now")	21
		<b>CYPT Service Profile</b>	Director's introduction to key staff and areas of responsibility plus priorities & challenges for 2007/08	23
		<b>Wave/web demo</b>	Demonstration of the council's internet & intranet sites, how to access these from outside the council network and explanation of technical support provided by ICT team	23
INDUCTION	09/05/07	<b>Strategy &amp; Governance Service Profile</b>	Director's introduction to key staff and areas of responsibility plus priorities & challenges for 2007/08	15
		<b>Democratic Services Fair</b>	Information stalls on the "one stop shop" support service for members including members' allowances, newsletters and correspondence, the member website, member development, committee support etc.	20
INDUCTION	10/05/07	<b>Finance &amp; Property Service Profile</b>	Director's introduction to key staff and areas of responsibility plus priorities & challenges for 2007/08	14
		<b>BHCC Constitution</b>	Outlined purpose of the constitution, how the council operates, rights and duties of members	13
		<b>Citystats</b>	Provided a demographic profile of the city and explained how members can access citystats	12
INDUCTION	11/05/07	<b>Environment Service Profile</b>	Director's introduction to key staff and areas of responsibility plus priorities & challenges for 2007/08	18
		<b>Code of conduct</b>	Practical introduction to code of conduct, including discussion of scenarios to draw out ethical standards expected of councillors	20
		<b>Decision making process</b>	Overview of the committee system, how decision-making is kept open and transparent - followed by tour of council system and demonstration of microphone systems	12
INDUCTION	14/05/07	<b>Dir. Pub. Health</b>	Introduction to key public health issues for the city. Examination of city demographics: facts & figures regarding diet, exercise, alcohol & drugs, teenage pregnancy, mental & sexual health	12
		<b>Ethical Framework</b>	The role of Standards Committee and the Standards Board for England. Explanation of what happens when complaints are made about members	12
		<b>Planning / Dev control</b>	Introduction to the planning system, including plan-making mechanism and the process of delivering planning applications. Overview of Development control, urban design, national and regional planning frameworks	12
INDUCTION	15/05/07	<b>Housing Directorate profile</b>	Acting Directors' introduction to 1) Housing and 2) Adult Social care's key staff and areas of responsibility plus priorities & challenges for 2007/08	14
		<b>Promoting Equality &amp; Diversity</b>	Outlining Members' responsibilities as champions of Equality & Diversity. Overview of key challenges for the council and city	19
		<b>Policies</b>	Explanation of the main strategies and frameworks that drive the council's work. Introduction to the Community Strategy and Local Area Agreement and summary of current national government policy initiatives and how they might affect BHCC	10
INDUCTION	16/05/07	<b>Overview &amp; Scrutiny</b>	Purpose of Overview & Scrutiny & how it operates at Brighton & Hove. Overview of changes likely in 2008	14
		<b>Major projects</b>	How physical regeneration infrastructure projects are managed at the council, discussion of the current project list and explanation of the key economic development, legal, financial, corporate & sustainability issues taken into account each time.	13
		<b>Handling information as a councillor</b>	Rights and responsibilities under Data protection and Freedom of Information. Advice on how to deal with sensitive, confidential information	11
INDUCTION	17/05/07	<b>Risk Mgt.</b>	An introduction to Health & Safety, Emergency Planning and Business Continuity Planning, including requirements imposed by the Civil Contingencies Act 2004	12
		<b>Community Safety</b>	Joint presentation by the Head of Community Safety, the Co-ordinator of the Drug and Alcohol Action Team and Chief Inspector Paul Smith on work of the Crime and Disorder Reduction Partnership.	12

	Date	Event	Description of course	Attendees
INDUCTION	18/05/07	<b>Cultural Services Service Profile</b>	Director's introduction to key staff and areas of responsibility plus priorities & challenges for 2007/08	8
		<b>Comm. Strategy</b>	Overview of the history, purpose and membership of the 2020 Community Partnership provided by Chair and Vice-Chair of LSP alongside officers supporting this work	9
		<b>Lunch with Key Partners</b>	Opportunity to meet key contacts from each of the council's main partner organisations over an informal lunch	8
INDUCTION	21/05/07	<b>Carbon Mgt Drop-In Clinic</b>	Practical workshop with opportunity to measure personal carbon footprint, obtain advice on sustainable travel & information on the carbon management programme and climate change	5
Targeted Induction	29/05/07	<b>Licensing</b>	Induction for those serving on Licensing committee/panels - relevant legislation and processes	7 ( 13 targeted)
Targeted Induction	01/06/07	<b>Planning apps Sub Comm</b>	Induction for those serving on Planning Applications Sub Committee - relevant legislation / planning guidance	14 (14 targeted)
Targeted Induction	14/06/07	<b>Scrutiny</b>	Induction for those serving on scrutiny committees	8 ( 13 targeted)
General	18/06/07	<b>City Clean Tour</b>	Provided overview City Clean facts and figures, explained plans for future waste disposal and provided a tour of the depot, including Learning Resource Centre	9
General	19/06/07	<b>Speed reading</b>	A skills workshop to improve reading speed - initial assessment of reading speed, practice of recognised techniques to help understanding of what is read and to improve speed without diminishing understanding	6 (max capacity 7)
General	21/06/07	<b>Waste Strategy</b>	Follow up to Environment Directorate Induction - information on BHCC waste targets and current performance, implications of revised national waste strategy, explanation of Landfill Allowance Scheme and progress in development of a local BHCC Waste Strategy	6
Targeted	03/07/07	<b>Homelessness Workshop</b>	Discussion of government's strategy for tackling homelessness and how this relates to BHCC. Analysis of levels of city housing need, main causes of local homelessness and explanation of initiatives to meet the needs of different groups	8 (targeted 10)
General	17/07/07	<b>Transport Plan and Parking</b>	Explanation of the 5-year Local Transport Plan, how this contributes to longer term Sustainable Transport Policy and a look at the overall approach to parking in the city	8
General	3 July dates	<b>Councillor Website training</b>	Advised members of legal implications associated with use of the site and provided practical skills training on how to create/edit/update pages including blogs	16
General	07/08/07	<b>Members' roles in an emergency situation</b>	Considered how members should respond if recent major flooding or terrorism incidents activated the Emergency Plan for all councils. Discussion of Civil Contingencies Act, how emergency services respond, and how members can assist/what they should avoid doing	8
General	09/08/07	<b>Health White Paper "Our Health, Our care, Our say"</b>	Explanation of key elements in the White paper and local proposals around implementation in Brighton and Hove	6
General	15/08/07	<b>Fit for the Future</b>	Consultation sessions with Chief Executive & Directors of the PCT - clarification about implications for BHCC and opportunity for Q&A	10
General	06/09/07	<b>Homelessness &amp; Rough sleeping</b>	Discussion of single homelessness and rough sleeping in the city, overview of resettlement focused Integrated Support Pathway and information from the Learning Disability Accommodation Service on range of options in place to assist those with learning difficulties	5
General	3 Sept dates	<b>Code of Conduct</b>	Explanation of the new code of conduct, with focus on what has changed and examination of various scenarios to test interpretation of the code	27
General	17/09/07 & duplicate	<b>Risk Management</b>	Exploring members' personal safety and how to use risk management in the member role - particularly for management of wards, communities, and resource allocation within communities	6

	Date	Event	Description of course	Attendees
General	26/09/07	Equality & Diversity	Introductory workshop with specialist E&D trainers to establish member learning needs in this area	9
Induction Follow up	28/09/07	Mock Council	A practical guide to council meeting processes and etiquette	9
General	09/09/07 & duplicate	Corporate Parenting	Exploration of members' roles and responsibilities as corporate parents of vulnerable children and young people. Examination of national and local picture and of ongoing work to raise standards and target resources effectively	15
Targeted	25/10/07	Chairing Skills Workshop	Skills workshop focusing on preparing to chair and addressing different types of challenge that can arise in different meetings	15
General	29/10/07	Supporting disadvantaged residents	Analysis of the role of the City Employment & Skills plan and how it relates to the Local Area Agreement and the challenges facing Brighton & Hove in meeting national targets and local priorities	4
General	15/11/07	Oratory Workshop	Public speaking techniques - how to sight read and maintain eye contact, make adrenalin work positively, perform using the full vocal range and stress words effectively	7 (max capacity 7)
General	30/11/07	2020 Drop-in clinic	The 2020 City Partnership's role in overseeing work towards objectives identified in the sustainable community strategy - open session for members' Q&A	3
General	07/12/07	Email Exemplar	How to save time spent on email, to improve the content and style of email correspondence and to "grow" more effective, specific messages	3 (joined staff workshop)
General	22/01/08	Media Skills	Skills workshop that examines and practises how to handle unsolicited calls from journalists, understand the conventions of media interviews, articulate well-structured messages and deal with difficult questions with confidence and control.	7 (max capacity 7)
General	25/01/08	Equalities	De-mystifying terminology surrounding gender, gender identity and sexual orientation, developing a social model to these issues and focusing on case studies which look at the legal, leadership, practical and moral repercussions of situations that can arise for members	6
General	30/01/08	New Constitution	Speaker from Institute of Local Government Studies on BHCC moving towards a new constitution	27
Targeted	04/02/08	Self Directed Support Workshop	Raising awareness of how BHCC is developing the concept of self-directed support - redesigning the social care system so that people who get services take much greater control over them.	5 ( 9 targeted)
General	29/02/08	Engaging with Climate Change	Energy Trust-facilitated workshop re implications of climate change for constituents, national and international policy response, benefits of sustainable energy investment and what's happening to tackle climate change locally, regionally and nationally	10
General	29/02/08	Tourism Strategy	Discussion workshop focusing on the emerging Tourism Strategy - interactive session to enable members to contribute to shaping the emerging document	7
General	3 March dates	Scrutiny Workshop	Three skills workshops facilitated by INLOGV to look at planning and scoping, questioning and weighing up evidence	20

