



ADVANCED COMMITTEE ADMINISTRATION 2018

Programme

AIM:

- To provide participants with the skills and knowledge to carry out their role effectively
- To enable participants to share good practice with each other and learn from more experienced practitioners

LEARNING OUTCOMES:

At the end of this 2-day programme, you will be able to:

- Understand the legal framework for your role
- Discuss best practice for managing a range of different meetings
- Describe how to work more effectively with Elected Members
- Consider procedures and practices for decision-making
- Draw up an action plan for improving your working practices

TARGET AUDIENCE:

Committee Administrators (including Member Services and Democratic Services Officers) in Local Government with between 18 months and 5 years experience in the role.

VENUE AND DURATION:

- To be held at LB of Wandsworth, Wandsworth Town Hall, London
- A 2-day non-residential programme
- 14th and 15th November 2018

TUTORS:

Mark Palmer, Development Director, South East Employers

John Austin, Partner Consultant

Peter Edwards, Partner Consultant

PROGRAMME

Day 1

TIME	TOPIC
10.00	Welcome, introductions and overview of programme Agreeing individual and group expectations
10.30	The legal framework of Local Government – to include political structures, powers and duties
11.30	COFFEE
11.45	The Legal Framework of local government Different models of decision-making
12.30	LUNCH
1.15	Agenda, reports and minutes – to include Full Council, Executive procedures and rules of debate
2.30	Minute writing – to include principles and problems and some GP tips
3.00	TEA
3.30	Overview and Scrutiny – to include the law relating to scrutiny, members' rights to information and best practice
4.00	END

PROGRAMME

Day 2

TIME	TOPIC
10.00	Welcome, icebreaker Review of learning points from Day 1
10.15	Decision-making – to include the general power of competence, the Wednesbury principle, bias and pre-determination, and the rules of natural justice
11.15	COFFEE
11.30	Public and Member Access to Information – a refresher and some problem solving
12.30	LUNCH
1.00	Developing yourself in the role – to include career development and networking
1.30	Ethics and standards – the rules on disclosable pecuniary interests
2.15	TEA
2.30	Surgery – to discuss issues raised by delegates
3.30	Learning points, action planning, evaluation and certificates
4.00	END