



COMMITTEE ADMINISTRATION 2018

PROGRAMME

AIM:

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

LEARNING OUTCOMES:

At the end of this 4-day programme, you will be able to:

- Understand the legal and political context for your role
- Discuss best practice for preparing agenda and writing minutes
- List the skills and behaviours required for effective meetings
- Describe how to work more effectively with Members
- Draw up an action plan for improving your working practices

TARGET AUDIENCE:

Newly appointed or inexperienced committee administrators (including Member Services and Democratic Services Officers) in local authorities (* Up to 18 months experience)

VENUE AND DURATION:

- To be held at London Borough of Richmond upon Thames, York House, Richmond Road, Twickenham, TW1 3AA.
- A 4-day (2x2 day) non residential programme
- 27th and 28th February 2018 and 13th and 14th March 2018

TUTORS:

John Austin, Partner Consultant
Peter Edwards, Partner Consultant
Mark Palmer, Development Director, South East Employers

PROGRAMME

Day 1

TIME	TOPIC
10.00	Welcome and introductions, overview of programme Agreeing individual and group expectations
	The legislative framework of Local Government in England – to include political structures, powers and duties
	COFFEE
	The legislative framework of Local Government in England (cont'd)
	Behaving professionally in a Democratic Environment <ul style="list-style-type: none">• Political awareness• Working effectively with Members
1.15	LUNCH
	Role of elected Members and officers in Local Government – to include the role of the 'Statutory Officers.'
	Schemes of Delegation: Executive /Council
	TEA
	Dealing with Decisions: defining and reporting Managing the meeting and getting legal decisions Voting, motions and amendments
	Review of Day 1 Looking forward to Day 2
4.15	Close

PROGRAMME

Day 2

TIME	TOPIC
9.30	Introduction to Day 2
	Understanding different types of governance arrangements: <ul style="list-style-type: none"> • The Committee system • Executive & Cabinet • Elected Mayors Impact on Democratic Services
	COFFEE
	Introduction to committee procedures and the Council's constitution <ul style="list-style-type: none"> • Preparation and writing of agenda • The Forward Plan/list of key decisions • Relevant regulations • Reports and distribution
	Briefing for mock meeting/ learning objectives
12.45	LUNCH
	Preparation for mock meeting
	Mock meeting
	Minute-writing practice and discussion
	TEA
	Review of mock meeting
	Review of Day 2 Looking forward to Day 3
4.15	Close

PROGRAMME

Day 3

TIME	TOPIC
9.30	Introduction to Day 3
	Regulatory Committees (Planning, Licensing and Appeals etc) and what you need to know to keep afloat
	COFFEE
	Ethics and Standards – to include the standards regime, and disclosure of members' interests at meetings
12.45	LUNCH
	Presenting and advising effectively in a Democratic Environment: <ul style="list-style-type: none">• Working with the Chair• Giving effective advice
	TEA
	Managing meetings: practical solutions to procedural problems arising in meetings
	Review of Day 3 Looking forward to Day 4
4.00	Close

PROGRAMME

Day 4

TIME	TOPIC
9.30	Introduction to Day 4
	Introduction to Overview and Scrutiny including the role of the Democratic Services Officer
	COFFEE
	Overview & Scrutiny continued
	Role of Members in their wards/communities, the tools they have at their disposal and the role of Democratic Services
12.45	LUNCH
	Quiz – how much have you learnt?
	Career development: Qualifications in Democratic Services, ADSO, other training opportunities
	TEA
	Surgery Action planning Networking and future events Evaluation of the programme
4.00	Close