

Member Training Plan 2020/23

The Council has set out its aims and objectives in the Breckland Corporate Plan 2020-2023. It sets out how we will work with our partners and the community to ensure that Breckland continues to be a place that people choose to live, work, visit and enjoy.

There are four Themes in the Corporate Plan which, are 'Your Place, Your Health & Wellbeing, Your Opportunity and Our Council'. Councillors play a key role in developing and delivering these Themes, for the benefit of the Council and its communities.

The Member Training Plan has been created and approved at Member Development Panel to support the diverse development needs of our Councillors. Due to Covid-19, Councillors have had to temporarily move away from face-to-face meetings and training. In its place they have had to quickly adapt to virtual meetings and online learning. As we gradually move out of lockdown and towards some normality, this provides the opportunities to learn and meet in a face to face or virtual setting.

There will continue to be a range of options made available to suit different learning styles. In some cases, these can be delivered through the council's own internal resources or, where necessary, specialist providers will be brought in. Potential development delivery methods may include: • Training courses • Informal in-house briefings and workshops. External conferences and seminars • Member briefings • Written learning materials • Peer Mentors • E-Learning packages • Shadowing opportunities • Sharing of knowledge amongst other Elected Members.

This plan aims to ensure that all Councillors:

- have the skills at a level that is suitable for their roles and responsibilities.
- have the skills and knowledge necessary to oversee the delivery of high-quality public services by the Council through their community leadership.
- feel confident and motivated to undertake their roles.
- are fully aware of their roles and responsibilities, legal requirements and matters of good practice as a means of delivering good governance.
- are supported with their continued development.

*Dates are subject to change.

Session has taken place.

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Breckland

Session	Content	Available To	*Date
Mandatory Planning Training	<ul style="list-style-type: none"> • Decision Making • The role of members • Refresher on what has changed within the planning rules and regulations • Case law 	Committee Members Only	20 th October 2020
Mandatory Licensing Training	<p>The course will cover:</p> <ul style="list-style-type: none"> • Licensing Law • Personal Licences • Premises Licences • The Protection of Children • Powers and enforcement • Temporary Events • Responsible Alcohol retailing 	Committee Members Only	3 rd & 4 th November 2020 (2 x half days)
Viability Training	<ul style="list-style-type: none"> • Provide an introduction to Viability • Include reviewing key technical elements of viability testing • Include an overview of the valuation methodology employed and how this is used in practice • Cover the current guidance together with a look at the proposed changes as set out in the Planning for the Future white paper 	Committee Members Only (plus some officers)	10 th November 2020
Befriending & Safeguarding (Community Action Norfolk)	<ul style="list-style-type: none"> • Understanding the structure and requirements of befriending calls • Exploring the benefits of befriending calls to vulnerable people • How to identify wider vulnerability issues • What to do in a safeguarding situation 	All Members	26 th November 2020

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Session	Content	Available To	*Date
Data Protection / GDPR	<ul style="list-style-type: none"> • The Data Protection policy • Breaches and repercussions • Personal data • Security • Brexit 	All Members	E-learning module available from 18/1/21
Diversity & Equality session		All Members	E-learning module available from 15/2/21
Introducing the Vulnerability programme	<p>An overview of the Vulnerability Cell looking at:</p> <ul style="list-style-type: none"> • Services • The Impact • The Future 	All Members	16 th March 10am – 11am
Planning Training (Information session)	<ul style="list-style-type: none"> • Provide you with an overview of the key aspects of Planning through discussing potential scenarios you may face as a Councillor. Including Development Management, Policy, Listed Buildings and Trees. • Share signposting to key websites and sources of information. This will enable you to provide support to your constituents and know what the key Planning and correct processes are. • Provide clarity on key planning terms. 	All Members	28 th April 2021 2pm – 4pm
Carbon Literacy	<ul style="list-style-type: none"> • Introduction to Climate Change • Economic Impact of Climate Change • Local Impact of Climate Change • Understanding our Carbon Footprint • Take Action 	All Members	18th May (2 sessions) 10am – 12pm or 2pm – 4pm 19th May (2 sessions) 1pm – 3pm or 5pm – 7pm

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Breckland

Session	Content	Available To	*Date
WorkSmart Programme	Member Information session: <ul style="list-style-type: none"> • Welcome and Introduction • Conference Centre • Office Workspace Refurbishment • What does this mean for members • IT kit • What the staff say • Working from home in the pandemic • Agile Working Policy • Re-occupation and Member Tours 	All Members	20th May 2021 10am
Re-Induction to Elizabeth House	<ul style="list-style-type: none"> • Tour of the new office layout 	All Members	Week commencing 21 st June
Housing Register & Allocations	<ul style="list-style-type: none"> • Team Overview • The legal framework • Breckland's processes • Breckland's Allocations Policy • The lie of the land in Breckland 	All Members <i>Anglia Room</i>	17th September 2021 10am – 12pm **Repeated 19 January 2022 on-line
Housing – Homelessness	<ul style="list-style-type: none"> • Team Overview • The legal framework • Homelessness Prevention & Relief • The 5 tests of Homelessness 	All Members <i>Anglia Room</i>	24th September 2021 10am – 12pm ** Repeated 2 February 2022 on-line

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Member Training Plan 2020/23



Breckland

Session	Content	Available To	*Date
Understanding Local Government Finance	<ul style="list-style-type: none"> • How councils receive their funding • How councils plan and manage their funding 	All Members <i>Anglia Room</i>	7th October 2021 10am – 12:30pm
Treasury Management Training	<ul style="list-style-type: none"> • Local Government Treasury Management framework • Economic & Interest rate outlook • Borrowing considerations • Managing the investment portfolio 	Governance & Audit Committee <i>Anglia Room</i>	14th October 2021 2pm – 4pm
Private Sector Housing	<ul style="list-style-type: none"> • Team Overview • HMO Licensing • Standards in the private rented sector • Owner occupiers/ hording/ conditions • Empty Homes 	All Members <i>Anglia Room</i>	15th October 2021 10:30am – 12:30pm **Repeated 9 February 2022 – On-line
Domestic Abuse Awareness Training	<p>Part of the Vulnerability Programme</p> <ul style="list-style-type: none"> • What is Domestic Abuse • Understanding Power & Control • Barriers to leaving an abusive relationship • Signs of Abuse • How to manage a disclosure • Where to go to for support <p><i>Christina Devlin (part of the Daisy programme)</i></p>	All Members <i>Anglia Room</i>	21st October 2021 10am – 12pm

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Member Training Plan 2020/23



Breckland

Session	Content	Available To	*Date
Personal Safety & Lone Working	<ul style="list-style-type: none"> • What does H&S mean to you • Who is responsible • The Law • The costs • When things go wrong • Lone Working <ul style="list-style-type: none"> ○ Responsibilities ○ Risk Assessment – Dynamic ○ Control Measures • Personal Safety 	All Members <i>Anglia room</i>	10th November 2021 10am – 11am
County Lines	Part of the Vulnerability Programme <i>Police is due to deliver this</i>	All Members <i>Anglia Room</i>	17th November 2021 <i>Date to be re-scheduled</i>
Emergency Planning	<ul style="list-style-type: none"> • Breckland’s role • Legal Obligations as a district • Multi Agency approach • Escalating issues 	All Members, Hybrid, Anglia Room	8th December 2021
Taxi Licensing	<ul style="list-style-type: none"> • Hackney Carriages, Private Hire and Operators • Public Safety • Fitness and propriety • Action against licences 	Licensing Committee Members	26th January 2022 (am)
Licensing Act 2003	<ul style="list-style-type: none"> • Licensing objectives • Grant, use and possible actions against licences • Control of alcohol sales, regulated entertainment, and Late-Night Refreshment 	Licensing Committee Members	26th January 2022 (am)
Housing	<ul style="list-style-type: none"> • Empty Homes 	All Members	23 Feb 22 <i>Date to be re-scheduled</i>

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Breckland

<p>OUTSIDE TRAINING - Norfolk County Community Safety Partnership (NCCSP)</p>	<p><i>The Norfolk County Community Safety Partnership (NCCSP) are pleased to invite you to “save the date” for a Prevent briefing for Elected Members. Key speakers will include the Eastern Region Home Officer Advisor for Prevent, Counter Terrorism Policing and Norfolk County Council’s Preventing Radicalisation Coordinator.</i></p> <p><i>Prevent is part of the overall Counter-Terrorism Strategy, CONTEST. The aim of the Prevent Strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. Public bodies have a duty to have “due regard to the need to prevent people from being drawn into terrorism”: The Prevent Duty.</i></p> <p><i>The briefing will include the following:</i></p> <ul style="list-style-type: none"> <i>. An overview of the national Prevent Strategy</i> <i>. The current picture locally, regionally and nationally</i> <i>. The work currently being undertaken by Norfolk and partners to comply with our Prevent Duty</i> <p><i>There will be two opportunities to attend:</i></p> <ul style="list-style-type: none"> <i>- Tuesday 29th March 2022 14:00 – 15:00</i> <i>- Wednesday 30th March 2022 14:00 – 15:00</i> <p><i>Attendance at each session will be limited but, based on demand, additional sessions can be planned. Please email NCCSP@norfolk.pnn.police.uk to register your interest in attending one of the sessions, including your preferred date.</i></p>	<p>All Members</p>	<p><i>Tuesday 29th March 2022 14:00 – 15:00 Wednesday 30th March 2022 14:00 – 15:00</i></p>
<p>Communications and Media</p>	<ul style="list-style-type: none"> • Support available from the Comms Team • How and when the Communications Team will involve you in PR opportunities • Using social media effectively 	<p>All Members</p>	<p><i>Date to be advised</i></p>

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COUNCIL

Mental Health Awareness	<i>There will be an opportunity to sign up to session X or session Y as part of the Breckland Mental Health Community Partnership. There will also be suicide awareness training available as part of this partnership which I know some Members have expressed an interest in.</i>		<i>Date to be advised</i>
Microsoft Teams Training	<i>To consider what IT training Members would like to receive</i>	All Members	
Safeguarding	<i>Officers reviewing this, with further information to follow.</i>	All Members	<i>Date to be advised</i>
Overview & Scrutiny (REVIEW)	<ul style="list-style-type: none"> • What is Scrutiny • The role of Scrutiny • What they can/cannot do Questioning techniques 	Committee Members Only	<i>Date to be advised</i>

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Session has taken place.