



## INTRODUCTION TO DEMOCRATIC AND COMMITTEE ADMINISTRATION PROGRAMME 2023

### **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:**

- Provide detailed knowledge in respect of Local Government legislation
- How to work effectively with councillors
- Understanding the models of governance
- Managing the meeting process
- Career and professional development

### **TARGET AUDIENCE:**

This is a four-day programme for recently appointed and developing professionals in democratic services and committee administration. This is an ideal programme for Democratic Services and Committee Officers with up to 5 years' experience; it provides extensive knowledge, skills and support to take forward a role in democratic services and committee administration.

### **VENUE AND DURATION:**

A four-day non-residential programme to be held online on 15 & 16 February and 1 & 2 March 2023.

### **TUTORS:**

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

## PROGRAMME

### DAY 1

TIME	TOPIC
9.30	Welcome and introductions, and overview of programme  Agreeing individual and group expectations
	The Legal Framework of Local Government – an overview to include political structures and powers and duties of local authorities, executive arrangements, the council and committees etc
11.15	<b>COFFEE</b>
	Different Governance Models in Local Government – to include executive mayor and cabinet, leader and cabinet, and committee systems. Also police and crime commissioners, metro mayors and combined authorities, and fire & rescue authorities
12.40	<b>LUNCH</b>
1.10	Behaving Professionally in a Democratic Environment Political awareness
2.10	<b>TEA</b>
	Working with Councillors – to include changes in political control and leadership of councils, and how the political opposition works in your council. An opportunity to explore the differences between Democratic Services teams
3.15	<b>CLOSE</b>

## PROGRAMME

### DAY 2

<b>TIME</b>	<b>TOPIC</b>
<b>9.30</b>	Introduction to Day 2
	Dealing with Decisions - to include the principles of decision-making, managing meetings and getting legal decisions, schemes of delegation: executive/council functions, voting and the role of the statutory officers
<b>11.00</b>	<b>COFFEE</b>
	Agenda and Reports – to include convening meetings, the legal requirements, executive arrangements, key decisions and the forward plan, agenda planning, and full council meetings
<b>12.30</b>	<b>LUNCH</b>
<b>1.00</b>	Minute-writing – to include discussion of principles and problems, and some good practice tips
<b>2.00</b>	<b>TEA</b>
	Tips on Managing Meetings – to include procedure rules, motions and amendments, and voting.
<b>3.00</b>	Review of Days 1 & 2
<b>3.15</b>	<b>CLOSE</b>

## PROGRAMME

### DAY 3

<b>TIME</b>	<b>TOPIC</b>
<b>9.30</b>	Introduction to Day 3
	Regulatory Committees (Planning, Licensing and Appeals etc) and what you need to know to keep afloat
	<b>COFFEE</b>
	Ethics and Standards – to include the new code of conduct, subsequent guidance and disclosure of members' interests at meetings
<b>12.45</b>	<b>LUNCH</b>
	Presenting and advising effectively in a Democratic Environment: Working with the Chair
	<b>TEA</b>
	Managing meetings: practical solutions to procedural problems arising in meetings
	Review of Day 3 Looking forward to Day 4
<b>3.00</b>	<b>CLOSE</b>

## PROGRAMME

### DAY 4

TIME	TOPIC
9.30	Introduction to Day 4
	Introduction to Overview and Scrutiny including the role of the Democratic Services Officer
	<b>COFFEE</b>
	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	<b>LUNCH</b>
	Quiz – how much have you learnt?
	Career development: Qualifications in Democratic Services, ADSO, other training opportunities
	<b>TEA</b>
	<ul style="list-style-type: none"><li>• Surgery</li><li>• Action planning</li><li>• Networking and future events</li><li>• Evaluation of the programme</li></ul>
3.00	<b>CLOSE</b>