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| Planning Advisory Service | [Site Logo](http://familyportal/) |

**Support for members of the Planning Committee: induction programme**

April 2016

**Context**

The Local Government Association provides a programme called the Planning Advisory Service (PAS). PAS has for many years been maintained the standard library for councillor training and has delivered many hundreds of briefings. The programme of training is designed to give councillors what they need to perform their roles effectively, and is delivered in an interactive format designed to promote questions and establish an understanding of the topics covered.

**Proposal**

PAS proposes the following activities:

***1. Induction programme for Planning Committee***

This series of workshops will provide planning committee members with all the information they need to understand their role. It will be suitable for both experienced planning committee members and those who are completely new to the committee and have no prior knowledge of planning. It is proposed that the programme be delivered as four two-hour sessions (times to be agreed); this is flexible and could be delivered, for example, as two half day sessions.

The four workshops will cover the following areas:

1. Introduction to planning and the role of councillors: Decision-making, committees and probity and Councillor involvement in pre-applications.
2. Viability, Section 106 and CIL
3. Recent changes in the planning system and the future of the planning system.
4. The policy context: the role of Local Plans and the local context. This session will include a 30 minute presentation from the authority’s officers on the planning policy/growth/regeneration context context to set out and answer questions on their local plan.

The sessions will be facilitated by a member of the PAS team with extensive experience of working with senior members and facilitating member and officer development sessions. They will draw on the extensive library of materials already created by PAS which means the delivery is very cost effective.

For sessions 1 and 4 the facilitator will be joined by a **member peer from a comparable council** to provide a political perspective by reflecting on their experiences.

**Format**

* Participants will be invited to establish ‘ground rules’ at the start of the workshop to identify how they want it to proceed to enable them to feel comfortable and get the most out of the session, e.g. Chatham House discussion, freedom to ask questions.
* The facilitator will use powerpoint to introduce some of the principles but the session will be largely interactive with the opportunity for questions and discussions throughout to emphasise the learning nature of the event. The session will include small group discussions.
* Slide decks and hand-outs will be provided.
* We will ask attendees to complete an evaluation form at the close of each session to feed into the Council’s wider development programme, and to help inform the LGA’s programme development

**Costs**

* The total cost for the four sessions of the committee induction programme are £2,100 + VAT. Note that the fourth session will require some preparation and attendance by Brent planning officers.