

Appendix 1

2010 Training Events

Training Event & Date	Number of attendees	Numbers previously attended	Did not attend	Very Useful	Useful	Of Interest	Not useful	No Feed-back	More knowledge/skills required? Yes / No
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(figure in italics indicates number of times the session has been offered)

Members' Welcome Evening/Introduction to the Council 10 May 2010	60/63	N/A	1/9	5/9	2/9			1/9	
Working to Achieve Excellence 12 May 2010	41/63	N/A	2/9	2/9	3/9		1/9	1/9	
Borough Tour 16 May 2010	20/63	N/A	4/9	3/9	1/9			1/9	
Introduction to Overview & Scrutiny (1) 17 May 2010	33/63	N/A	2/9	2/9	2/9	2/9		1/9	
Introduction to Ethical Governance & Standards 17 May 2010	38/63	N/A	25/63	2/9	2/9	4/9		1/9	
Planning: What a Ward Councillor Needs to Know 18 May 2010	24/63	N/A	5/9		2/9	1/9		1/9	Yes 1/9

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Licensing: What a Ward Councillor Needs to Know 18 May 2010	24/63	N/A	4/9	2/9	2/9			1/9	
Using Harrow's IT Facilities 19 May/20 May/15 July 2010	14/63	N/A	5/9	1/9	2/9			1/9	Yes 1/9
Constitution & Decision Making 20 May 2010	28/63	N/A	1/9	2/9	3/9	2/9		1/9	Yes 1/9
Finance, Governance & Your Role as a Councillor 20 May 2010	32/63	N/A	2/9	3/9	3/9			1/9	Yes 1/9
Freedom of Information and Data Protection 1 June 2010	16/63	N/A	4/9	1/9	3/9			1/9	
Customer Services & Complaints 2 June 2010	12/63	N/A	5/9	1/9	2/9			1/9	

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Planning (1) 3 June 2010	18/63	N/A	45/63		1/9			1/9	Yes 2/9
Media Relations for Cabinet Members 8 June 2010	9/10	N/A	1/10						
Licensing (1) 15 June 2010	14/30 (+ 4 Members no on Licensing Panel)	N/A	16/30	1/9	2/9			1/9	
Chairing Skills & Member Behaviour at Meetings (LGiU) 22 June 2010	10/63	N/A	53/63		1/9			1/9	
Relationship with Voluntary & Community Sector 22 June 2010	3/63	N/A	60/63		1/9			1/9	Yes 1/9
Equalities & Diversity (1) 23 June 2010	13/63	N/A	50/63		1/9	1/9		1/9	

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Corporate Parenting, Looked After Children & Safeguarding (1) 30 June 2010	21/63	N/A	42/63		3/9			1/9	Yes 1/9
Introduction to Adults & Housing 1 July 2010	8/63	N/A	55/63	2/9	1/9			2/9	
Introduction & Overview of Local Government Finance (1) 6 July 2010	10/63	N/A	53/63	3/9	3/9	1/9		1/9	Yes 1/9
Council Tax Processes & Procedures 13 July 2010	13/63	N/A	50/63	3/9	2/9			1/9	
Housing Benefit Claim Process 13 July 2010	13/63	N/A	50/63	3/9	2/9			1/9	
Members' Quarterly Briefing: 1. Council Tax & Parking	12/63	N/A	51/63	2/9	1/9			1/9	

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2. Outside Bodies 21 July 2010									
Introduction & Overview of Local Government Finance (2) 22 July 2010	4/53	10/63	49/53		1/9			1/9	
Managing Casework (LGiU) 28 July 2010	8/63	N/A	55/63	1/9				1/9	Yes 1/9
Media Relations for Cabinet Members 29 July 2010	10/10	N/A							
Microsoft Word Introduction (1) 2 September 2010	2/63	N/A	61/63	2/2					Yes 2/2
Repeat Microsoft Word Introduction (2) 7 September 2010	2/61	2/63	59/61	2/2					Yes 2/2

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Personal Development Plans & Learning 21 September 2010	16/63	N/A	47/63	4/12	5/12		2/12	1/12	7
Microsoft Word Intermediate 22 September 2010	4/63	N/A	59/63	3/4	1/4				4/4
Personnel Appeals Panel 30 September 2010 (1)	12/20	N/A	8/20	13/15	2/15				7/15
Safeguarding Services in Harrow – Adults & Children (2) 14 October 2010	18/42	21/63	24/42	8/15	5/15				11/15
Licensing (2) 26 October 2010	7/16	14/30 + 4	9/16	9/11	2/11				Yes 2
Planning (1) 10 November 2010	2/14	N/A	12/14	2/2					

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Members' Quarterly Briefing: 1. Members as Trustees in Charitable Organisations 2. Comprehensive Spending Review & Impact 16 November 2010	28/63	N/A	35/63	7/19	11/19				11/19
Repeat Licensing (3) 25 November 2010	2/9	21/30	7/9	2/2					Yes 1/2
The Role of a Member During a Major Incident 30 November 2010	7/63	N/A	56/63	4/7	2/7				Yes 3/7
Repeat Licensing (4) 6 December 2010	3/7	26/30	4/7	3/3					
Equalities & Diversity (2) 9 December 2010	16/50	13/63	34/50	6	2		1/9		Yes 7/9