

**Memo to:** Liz Woolford, Development Manager-CiPC



**SURREY**  
COUNTY COUNCIL

**Children & Young People**

**From:** Ashley Ayre  
**Head of Surrey Children's Service**

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**CC:** CSLT  
Gerry Hughes  
Pauline Bye

**Date:** 26 January 2004

**Ref:** AA\Memo04\2122Councillors' Guide

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**Re: "If this were my child" – Councillors' Guide**

Sufficient copies of this guide have been requested from the DfES and will be despatched to each Councillor with a letter from Kay Hammond. In that letter Kay will make reference to area based events where Councillors can receive an update on the questions contained in the guide in relation to children who live either in that area or Borough/District.

I need you to develop a format for those events so that Members have an opportunity to understand what we do and why, what their role is and how they can discharge it. This could present a real opportunity to demonstrate to Members our work with LAC.

Those area events need to be scheduled for March and should include more information giving and some opportunities for Members to interact with Officers and possibly some young people, each event would be led by the relevant Area Manager.

Can you develop a proposal on a format and contact for submission to CSLT in late February, please.

Ash

Ashley Ayre  
**Head of Surrey Children's Service**