Surrey County Council Members' Development Framework

Year One – Induction and familiarisation	Year Two – Bedding in and drilling down	Year Three – Consolidation and forward planning	Year Four – Setting the scene for the next Council
Thorough Induction Programme for new and returning members to enable them to become effective county councillors (and to update continuing members) to run from May to November, including: • Introduction to the Council's priorities, policies, services and structures • Partner engagement, including district and borough councils, health partners, Police, SSP • Understanding how the Council works, including committee processes • Meeting key officers • Code of Conduct and key organisational issues • Chairing Skills • Local Government Finance • Overview and Scrutiny principles • Introduction to Equality & Diversity issues • Corporate Parenting • Media Skills • Public speaking skills / effective vocal skills	Further skills training and information to enable councillors to remain effective members. Priority topics identified for the year through feedback and needs analyses may include: • Personal skills • Presentation skills • Media skills • Effective meetings • Scrutiny skills • Interview and recruitment skills • Chairmanship • Speed Reading • Successful networking • Community leadership Courses, refresher sessions and briefings will be offered on topics such as Finance, committee chairing, Corporate Parenting and Equalities & Diversity.	Advanced skills training and information to enable councillors to remain effective members. Priority topics identified for the year through feedback and needs analyses may include: • Personal skills • Presentation skills • Media skills • Effective meetings • Scrutiny skills • Interview and recruitment skills • Chairmanship • Speed Reading • Successful networking • Community leadership Courses, refresher sessions and briefings will be offered on topics such as Finance, committee chairing, Corporate Parenting and Equalities & Diversity.	Advanced skills training and information to enable councillors to remain effective members. Priority topics identified for the year through feedback and needs analyses may include: • Personal skills • Presentation skills • Media skills • Effective meetings • Scrutiny skills • Interview and recruitment skills • Chairmanship • Speed Reading • Successful networking • Community leadership Courses, refresher sessions and briefings will be offered on topics such as Finance, committee chairing, Corporate Parenting and Equalities & Diversity.

- Speed reading - Coach trip around borough for familiarisation of area and issues - Meet key local staff, including from Highways, Libraries, Children's Service, Adult Services - Visits to key Council services, eg Contact Centre - Child protection and vulnerable adults			
Overview of work and remit of each committee, followed by more detailed subject briefings for Committee members to enable them to undertake their duties	Briefings for Committee members to enable them to undertake their duties Scoping briefings for Select Committees Programming briefings for Select Committees	Briefings for Committee members to enable them to undertake their duties Scoping briefings for Select Committees Programming briefings for Select Committees	Briefings for Committee members to enable them to undertake their duties Scoping briefings for Select Committees Programming briefings for Select Committees
Chairing skills for new and returning Committee Chairmen, including specific course for Select Committee chairmen and vice-chairmen	Chairing skills for Committee Chairmen and Vice-Chairmen	Chairing skills for Committee Chairmen and Vice-Chairmen	Chairing skills for Committee Chairmen and Vice-Chairmen
Seminars on current issues: - Changes to service provision - Major planning issues - Inspections	Seminars on current issues, eg - Changes to service provision - Major planning issues - Inspections	Seminars on current issues, eg - Changes to service provision - Major planning issues - Inspections	Seminars on current issues, eg - Changes to service provision - Major planning issues - Inspections

• Finance and statement of accounts • Briefings from key partners including Police	• Finance and statement of accounts • Briefings from key partners including Police	• Finance and statement of accounts • Briefings from key partners including Police	• Finance and statement of accounts • Briefings from key partners including Police
Training on new and updated legislation and on developing government policy	Training on new and updated legislation and on developing government policy	Training on new and updated legislation and on developing government policy	Training on new and updated legislation and on developing government policy
Members' Basic Skills IT training: • Lotus Notes and calendaring • S-Net and internet • BlackBerry • File management • Word • Keyboard skills • iPad	Members' Basic and Improving Skills IT training	Members' Improving and Advanced IT training	Members' Advanced IT training
E-learning workbooks for Equality and diversity	Access to e-learning courses	Access to e-learning courses	Access to e-learning courses
Access to seminar presentations and handouts on Members' S-net pages	Access to seminar presentations and handouts on Members' S-net pages	Access to seminar presentations and handouts on Members' S-net pages	Access to seminar presentations and handouts on Members' S-net pages
Mentoring via political group and buddying with senior officer			Exit Survey for members who are standing down
			'How to Become a Councillor' information available

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