**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 |
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| Thorough Induction Programme for new and returning members to enable them to become effective county councillors (and to update returning members) to run throughout the year:~~from May to December, including:~~<br><br>• Introduction to the Council's priorities, policies, services and structures<br>• Understanding how the Council works, including committee processes and scrutiny skills.<br>• ~~Meeting key officers~~<br>• Statutory and Regulatory training such as Code of Conduct, Equalities and Diversity and Local Government Finance.<br>• Community Leadership Skills such as handling casework, facilitation and negotiation, community engagement and social media skills.<br>• ~~Code of Conduct and key organisational issues~~ | Further skills training and information to enable councillors to remain effective members. Priority topics identified for the year through Member 1-1s~~personal development conversations~~, for example.~~may include:~~<br><br>• Personal skills<br>• Media skills<br>• Effective meetings<br>• Scrutiny skills<br>• Chairmanship<br>• Speed Reading<br>• Successful networking<br>• Community leadership<br><br>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 Member 1-1s.~~personal development conversations may include:~~<br><br>• ~~Personal skills~~<br>• ~~Media skills~~<br>• ~~Effective meetings~~<br>• ~~Scrutiny skills~~<br>• ~~Chairmanship~~<br>• ~~Speed Reading~~<br>• ~~Successful networking~~<br>• ~~Community leadership~~<br><br>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 Member 1-1s.~~personal development conversations may include:~~<br><br>• ~~Personal skills~~<br>• ~~Media skills~~<br>• ~~Effective meetings~~<br>• ~~Scrutiny skills~~<br>• ~~Chairmanship~~<br>• ~~Speed Reading~~<br>• ~~Successful networking~~<br>• ~~Community leadership~~<br><br>Courses, refresher sessions and briefings will be offered on topics such as Finance, committee chairing, Corporate Parenting and Equalities & Diversity.<br><br>Pilot courses may be offered in this year to gather feedback and help prepare for the next Council induction. |

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| • ~~Chairing Skills~~<br>• ~~Local Government Finance~~<br>• ~~Overview and Scrutiny principles~~<br>• <br>• ~~Introduction to Equality & Diversity issues~~<br>• Corporate Parenting<br>• Opportunities to meet key strategic and local staff~~Meet key local staff, including from Highways, Libraries, Children's Service, Adult Services~~<br>• Visits to key Council services, eg Contact Centre, Merrow. | | | |
| • 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 | Briefings for Committee members to enable them to undertake their duties | Briefings for Committee members to enable them to undertake their duties |
| Chairing skills for new and returning Committee Chairmen, including specific course for Select Committee chairmen and | Chairing skills for Committee Chairmen and Vice-Chairmen (for new Chairmen) | Chairing skills for Committee Chairmen and Vice-Chairmen (refresher for all Chairmen) | Chairing skills for Committee Chairmen and Vice-Chairmen (for new Chairmen) |

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| vice-chairmen | | | |
| Seminars on current issues, for example:<br>• Changes to service provision<br>• Major planning issues<br>• Inspections<br>• Business and budget planning<br>• Briefings from key partners | Seminars on current issues, eg<br>• Changes to service provision<br>• Major planning issues<br>• Inspections<br>• Finance and statement of accounts<br>• Briefings from key partners | Seminars on current issues, eg<br>• Changes to service provision<br>• Major planning issues<br>• Inspections<br>• Finance and statement of accounts<br>• Briefings from key partners | Seminars on current issues, eg<br>• Changes to service provision<br>• Major planning issues<br>• Inspections<br>• Finance and statement of accounts<br>• Briefings from key partners |
| Members' Basic Skills IT training:<br>• Office 365 – email and calendar<br>• S-Net and internet<br>• Members IT drop in sessions | Members IT drop in sessions | Members' IT drop in sessions | Members' IT drop in sessions |
| Access to seminar presentations and handouts on the Member Portal Sharepoint | Access to seminar presentations and handouts on the Member PortalSharepoint | Access to seminar presentations and handouts on the Member PortalSharepoint | Access to seminar presentations and handouts on the Member Portal. Sharepoint |
| | | | Exit Survey for members who are standing down |
| | | | 'How to Become a Councillor' information available |

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