

Surrey County Council Member 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
<p>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:</p> <ul style="list-style-type: none"> • Introduction to the council’s priorities, policies, services and structures • Understanding how the Council works, including committee processes and scrutiny skills. • Statutory and Regulatory training such as Code of Conduct, Equalities and Diversity and Local Government Finance. • Community Leadership Skills such as handling casework, facilitation and negotiation, community engagement and social media skills. • Corporate Parenting • Opportunities to meet key strategic and local staff • Visits to key council services, 	<p>Further skills training and information to enable councillors to remain effective members. Priority topics identified for the year through Member 1-1s, for example.</p> <ul style="list-style-type: none"> • Personal skills • Media skills • Effective meetings • Scrutiny skills • Chairmanship • Speed Reading • Successful networking • Community leadership <p>Courses, refresher sessions and briefings will be offered on topics such as Finance, committee chairing, Corporate Parenting and Equalities & Diversity.</p>	<ul style="list-style-type: none"> • Advanced skills training and information to enable councillors to remain effective members. Priority topics identified for the year through Member 1-1s. <p>Courses, refresher sessions and briefings will be offered on topics such as Finance, committee chairing, Corporate Parenting and Equalities & Diversity.</p>	<ul style="list-style-type: none"> • Advanced skills training and information to enable councillors to remain effective members. Priority topics identified for the year through Member 1-1s. <p>Courses, refresher sessions and briefings will be offered on topics such as Finance, committee chairing, Corporate Parenting and Equalities & Diversity.</p> <p>Pilot courses may be offered in this year to gather feedback and help prepare for the next council induction.</p>

e.g. Contact Centre.			
<ul style="list-style-type: none"> 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 vice-chairmen	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)
Seminars on current issues, for example: <ul style="list-style-type: none"> Changes to service provision Major planning issues Inspections Business and budget planning Briefings from key partners 	Seminars on current issues, eg <ul style="list-style-type: none"> Changes to service provision Major planning issues Inspections Finance and statement of accounts Briefings from key partners 	Seminars on current issues, eg <ul style="list-style-type: none"> Changes to service provision Major planning issues Inspections Finance and statement of accounts Briefings from key partners 	Seminars on current issues, eg <ul style="list-style-type: none"> Changes to service provision Major planning issues Inspections Finance and statement of accounts Briefings from key partners
Members' Basic Skills IT training: <ul style="list-style-type: none"> Office 365 – email and calendar S-Net and internet Microsoft Teams 	Members IT drop in sessions	Members' IT drop in sessions	Members' IT drop in sessions

<ul style="list-style-type: none"> Members IT drop in sessions 			
Access to Member Development Session presentations and handouts on the Member Portal	Access to Member Development Session presentations and handouts on the Member Portal	Access to Member Development Session presentations and handouts on the Member Portal	Access to Member Development Session presentations and handouts on the Member Portal.
			Exit Survey for Members who are standing down
			'How to Become a Councillor' information available

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