Surrey County Council
Member Induction Programme 2021

Induction

We offer a comprehensive induction programme, open to both new and returning members. The table below summarises the training courses that are offered to all councillors throughout their first year in office.

Essential	Recommended
Code of Conduct	Chairing Skills
Corporate Parenting (Total Perspective)	Handling Resident Casework
Equalities, Diversity and Inclusion	Introduction to Microsoft Teams (our Remote Meetings platform)
GDPR and Data Protection	Member/Officer Protocol
Equalities and Diversity	Resident Engagement
Finance Fundamentals	Scrutiny Skills
Safeguarding	Social Media

All essential courses will be offered at multiple times throughout the first year of induction. Attendance at these courses is recorded and shared with political group leaders and our cross-party Member Development Steering Group. You will receive full details of how to book onto all our training courses when you become a councillor.

Member Seminar Programme

A virtual member seminar is hosted every Monday morning via MS Teams (usually at 9.30 – 10.30). The programme is wide-ranging and can vary from updates on council priority projects to presentations from partners or external organisations on county issues. Members can request subjects for the programme by e-mailing the Member Services Manager – rachel.basham@surreycc.gov.uk.

Member Portal

We are aware that attendance at training and development events can sometimes be difficult for those councillors with work or caring responsibilities. Recordings are made of all member development sessions and uploaded to our online Member Portal, so that you can catch up at a time to suit you. The portal is also a place where you can ask officers from Democratic Services questions and access useful resources – such as IT support guides. You will be provided with an overview of the portal as part of the induction process.

Date Location Time	Activity/content
Monday 10 May Staggered arrival times – see agenda *Woodhatch Place, Reigate*	**Welcome Day** An opportunity for new and returning members to complete essential housekeeping tasks including signing their declaration of office and having a professional photograph taken. New members will also be set up with their county council IT equipment.
Wednesday 12 May 14.00 -15.00 **Thursday 13 May** 16.30 – 17.30 **Friday 14 May** 9.30 – 10.30 *Remote via MS Teams*	**MS Teams/Remote Committee Training** These sessions will provide an overview of how to use MS Teams for meetings including remote committees. There will also be an overview of some of the other functions of teams, including the Member Portal, chat and organisation chart features. *This is the same training offered at three different times – attend one session only.*
Monday 17 May Times TBC *Remote via MS Teams*	**Induction Day Two** This day will provide members with an overview of the county council and its governance structure. It will include short introductions and presentations from the Council Leadership Team (CLT) as well as Q & A. There will be the opportunity for more in-depth discussions with CLT as part of the weekly seminar programme.
Monday 24 May Times TBC *Remote via MS Teams*	**Induction Day Three** This day will include Code of Conduct/Registration of Interests training for both new and returning members. There will also be a session to help prepare new members for the Annual General Meeting of the County Council which will take place the following day.
Wednesday 26 May 14.00 – 16.30 *Remote via MS Teams*	**Code of Conduct training** This is a repeat of the Code of Conduct/Registration of Interests training offered as part of Induction Day Three, for any councillors who are unable to attend the first date.

Date Location Time	Activity/content
Throughout May and onwards *Remote or in person*	**IT one-to-one support** Members can book 1-1 training on key IT systems including using e-mail, the Members Portal, where to find information on the internet and intranet and viewing committee papers on Mod Gov. E-mail democraticservices@surreycc.gov.uk or call 020 8541 9122 to arrange a session at a time to suit you.
Dates throughout June – September Dates/times listed at the end of the induction programme *Remote via MS Teams*	**Finance Fundamentals** This training course, delivered over three different sessions, will provide councillors with a comprehensive overview of Local Government Finance including: • How Local Government finance works • How financial governance works at Surrey County Council • Support to access and interpret financial information at Surrey County Council *This training is being offered at multiple times. Please find the specific dates for these sessions at the end of this induction programme.*
Wednesday 2 June 18.00 – 19.00 **Thursday 17 June** 19.00 – 20.00 **Wednesday 7 July** 19.00 – 20.00 **Thursday 15 July** 18.00 – 19.00 *Remote via Zoom*	**Introduction to General Data Protection Regulation (GDPR) for councillors** This session will introduce councillors to their responsibilities under GDPR. It will be led by Alison Jackson, Leadership Advisor at the Local Government Association. *This is the same training offered at four different times – attend one session only.* *These sessions are being hosted jointly with Surrey's District and Borough Councils and will take place over Zoom. If you need any support using Zoom, please e-mail democraticservices@surreycc.gov.uk.*

Date Location Time	Activity/content
Every Monday from 7 June Usually 9.30 – 10.30 *Remote via MS Teams*	**Weekly Member Seminar** A member seminar is held each week on a Monday morning, usually at 9.30 – 10.30. The programme is wide-ranging and can vary from updates on council priority projects to presentations from partners or external organisations on county issues. *Members can make suggestions for the member seminar programme at any time – please e-mail the Member Services Manager rachel.basham @surreycc.gov.uk.*
Dates throughout June and July *Remote via MS Teams*	**Tailored Committee Inductions** Where possible, the first meeting of each Select/Regulatory Committee (and local decision-making meetings) will be used for induction. This will include an overview of the committee process and an introduction to key services that will be considered as part of the committee's remit. *Members of relevant Committees will be invited to these induction sessions after membership is confirmed at the council AGM.*
Thursday 1 July 10.00 – 12.00 **Thursday 8 July** 14.00 – 16.00 *Remote via MS Teams*	**Handling Resident Enquiries** This training will provide councillors will the tools and information they need to handle resident enquiries efficiently and effectively. It will include information on how to handle common customer enquiries including an overview of the self-service tools on the council's website. The session will also provide an overview of the council's complaints procedure. *This is the same training offered twice – attend one session only.*

Date Location Time	Activity/content
Wednesday 23 June 14.00 – 16.00 **Wednesday 21 July** 14.00 – 16.00 **Wednesday 22 September** 10.00 – 12.00 **Thursday 21 October** 14.00 – 16.00 *Remote via MS Teams*	**Total Perspective – Essential Training for Councillors as Corporate Parents** The aim of Total Perspective is to give councillors a better understanding of what it is currently like to be a young person accessing Surrey services. This will support councillors to consider the voice of young people in all of their decision making. *This is the same training offered at four different times – attend one session only.*
Wednesday 6 October 10.00 – 12.00 & 14.00 – 16.00 *Woodhatch Place, Reigate* **Thursday 14 October** 10.00 – 12.00 14.00 – 16.00 *Remote via MS Teams*	**Introduction to Equality, Diversity and Inclusion (EDI) for Councillors** This training will be led by Dr Kul Verma, Director at Deep Insight, a leadership and training consultancy. Dr Verma is a nationally qualified police trainer and a 'Turvey' trainer specialising in race, diversity and equality. The training will cover: • An introduction to EDI and familiarisation with key EDI concepts for local councils/councillors • A councillor's improvement role for EDI • How to be an EDI community champion *This is the same training offered at four different times – attend one session only.*
Thursday 4 November 14.00 – 16.00 **Tuesday 30 November** 10.00 – 12.00 *Remote via MS Teams*	**Effective Member/Officer Relationships** Both members and officers are servants of the public, but their responsibilities are distinct. This training will look at how members and officers can work most effectively together, including an overview of the Member/Officer protocol. This training will be led by Mark Palmer, Development Director at South East Employers alongside Councillor Garath Barnard, Executive Member at Bracknell Forest Council and LGA Member Peer. *This is the same training offered twice – attend one session only.*

Dates for Finance Fundamentals Courses

Please see the date options below for the Finance Fundamental course, which takes place over three different sessions. Ideally, members will attend all the sessions in one cohort, rather than dates across a number of cohorts.

Finance Fundamentals Cohort 1

- Module 1: Thursday 10 June 9.30 – 11.30
- Module 2: Thursday 8 July 9.30 – 11.30
- Module 3: Thursday 9 September 9.30 – 11.30

Finance Fundamentals Cohort 2

- Module 1: Monday 14 June 14.00 – 16.00
- Module 2: Monday 5 July 14.00 – 16.00
- Module 3: Monday 13 Sept 14.00 – 16.00

Finance Fundamentals Cohort 3

- Module 1: Friday 18 June 12.00 – 14.00
- Module 2: Friday 16 July 12.00 – 14.00
- Module 3: Friday 24 September 12.00 – 14.00

Finance Fundamentals Cohort 4

- Module 1: Wednesday 30 June 15.00 – 17.00
- Module 2: Wednesday 28 July 15.00 – 17.00
- Module 3: Wednesday 29 September 15.00 – 17.00