

## Surrey County Council Member Development Framework

### Year One – Induction and familiarisation

Thorough Induction Programme for new and returning members to enable them to become effective county councillors to run throughout the year:

- 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 and Local Government Finance.
- EDI and Public Sector Equality Duty workshop and what this means for Members, with reference to EIAs (scrutiny and decision making).
- 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, e.g. Contact Centre.

Overview of work and remit of each Committee as well as detailed subject 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.

Seminars on current issues, for example:

- Changes to service provision
- Major planning issues
- Inspections
- Business and budget planning
- Briefings from key partners

Promotion of the day-to-day IT tools used by members:

- Office 365 (email & calendar)
- S-Net and internet
- Microsoft Teams
- Members IT drop in sessions

Promotion of LGA eLearning courses and workbooks relevant to role(s) held.

Offer accredited/nationally recognised training courses, e.g. Carbon Literacy, MHFA, Dementia Awareness

Member Development Session presentations and handouts on the Member Reference Library.

## Year Two – Bedding in and drilling down

Further skills training and information to enable councillors to remain effective members. Priority topics identified for the year through Member 1-1s, for example.

- Personal skills
- Media skills
- Effective meetings
- Scrutiny 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.

Briefings for Committee members to enable them to undertake their duties.

Chairing skills for Committee Chairmen and Vice-Chairmen (for new Chairmen).

Seminars on current issues, for example:

- Changes to service provision
- Major planning issues
- Inspections
- Finance and statement of accounts
- Briefings from key partners

Opportunities to develop advanced skills and Members' understanding of Digital.

Promotion of LGA eLearning courses and workbooks relevant to role(s) held.

Offer accredited/nationally recognised training courses, e.g. Carbon Literacy, MHFA, Dementia Awareness

Member Development Session presentations and handouts on the Member Reference Library.

### **Year Three – Consolidation and forward planning**

Advanced skills training and information to enable councillors to remain effective members. Priority topics identified for the year through Member 1-1s.

Courses, refresher sessions and briefings will be offered on topics such as Finance, committee chairing, Corporate Parenting and Equalities & Diversity.

Briefings for Committee members to enable them to undertake their duties.

Chairing skills for Committee Chairmen and Vice-Chairmen (refresher for all Chairmen).

Seminars on current issues, for example:

- Changes to service provision
- Major planning issues
- Inspections
- Finance and statement of accounts
- Briefings from key partners

Opportunities to develop advanced skills and Members' understanding of Digital.

Promotion of LGA eLearning courses and workbooks relevant to role(s) held.

Offer accredited/nationally recognised training courses, e.g. Carbon Literacy, MHFA, Dementia Awareness

Member Development Session presentations and handouts on the Member Reference Library.

## Year Four – Setting the scene for the next Council

<p>Advanced skills training and information to enable councillors to remain effective members. Priority topics identified for the year through Member 1-1s.</p> <p>Courses, refresher sessions and briefings will be offered on topics such as Finance, committee chairing, Corporate Parenting and Equalities &amp; Diversity.</p> <p>Pilot courses may be offered in this year to gather feedback and help prepare for the next council induction.</p>
Briefings for Committee members to enable them to undertake their duties.
Chairing skills for Committee Chairmen and Vice-Chairmen (for new Chairmen).
<p>Seminars on current issues, for example:</p> <ul style="list-style-type: none"> <li>• Changes to service provision</li> <li>• Major planning issues</li> <li>• Inspections</li> <li>• Finance and statement of accounts</li> <li>• Briefings from key partners</li> </ul>
Opportunities to develop advanced skills and Members' understanding of Digital.
Promotion of LGA eLearning courses and workbooks relevant to role(s) held.
Offer accredited/nationally recognised training courses, e.g. Carbon Literacy, MHFA, Dementia Awareness
Member Development Session presentations and handouts on the Member Reference Library.
Exit Survey for Members who are standing down
'How to Become a Councillor' information available