

## New and Re-elected Councillor Induction 2019

Induction programme for councillors following the Spelthorne Borough Council elections in May 2019.

**RSVP** by Thursday 18 April 2019 to [committee.services@spelthorne.gov.uk](mailto:committee.services@spelthorne.gov.uk) or 01784 446240, if you are unable to attend any of the events intended for you.

Date	Topic	Facilitator	Intended audience
<b>Friday 10 May</b>	<b>*New Councillor Induction Day</b>		
8.00am to 9.30am  Breakfast provided	Photos for all councillors – New Members' ID badges and Reception Board		
9.30am to 4.00pm	Spelthorne as a Council (Induction presentation) Including the Local Plan - aspirations for the future	Chief Executive/ Leader	Newly elected councillors ONLY
Lunch provided – Group Heads to 'drop-in'	Councillor roles and responsibilities <ul style="list-style-type: none"> <li>• What it means to be a councillor</li> <li>• Standard Required</li> <li>• How can you best represent the interests of your community</li> <li>• Skills and tactics you might use in your role</li> <li>• Developing effective relationships with fellow councillors and with officers</li> <li>• The importance of effective communication – Influencing to get your point across.</li> <li>• Civic Events – expectations</li> <li>• Induction Training Programme</li> </ul>	South East Employers and Member peers from all Groups	
Council Chamber and Goddard Room			

Date	Topic	Facilitator	Intended audience
	<b>New Councillor Induction Cont'd</b> <ul style="list-style-type: none"> <li>How business is conducted – Constitution, decision-making process and protocols for Council</li> <li>Overview of Committee work</li> </ul> <b>Operating Safely</b> <ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Declaration of interests / Gifts and Hospitality</li> <li>GDPR</li> <li>Safeguarding/Security</li> <li>Use of Social Media</li> <li>Members Expenses</li> </ul> Reflections on the day (questions and answers)	Michael Graham Head of Corporate Governance/ Experienced previous Chairmen       CX, Michael, IGO, Comms	Returning cllrs invited to attend this session. OR Provide for returning cllrs on an alternative evening?
<b>Tues 14 May</b>  7.00pm to 8.30pm  Goddard Room Evening buffet	*IT <ul style="list-style-type: none"> <li>IT Policies</li> <li>Personal mobile device issued</li> <li>How to get access to Spelthorne network</li> <li>Email management/Skype calls</li> <li>Modern.gov</li> </ul>	IT, Committee Services	All councillors
<b>Thurs 16 May</b>  10.00 to 11.30am  Goddard Room	*IT <ul style="list-style-type: none"> <li>IT Policies</li> <li>Personal mobile device issued</li> <li>How to get access to Spelthorne network</li> <li>Email management/ Skype calls</li> <li>Modern.gov</li> </ul>	IT, Committee Services	All councillors



Date	Topic	Facilitator	Intended audience
<b>Tuesday 21 May</b> 7 - 9.30pm Council Chamber Evening Buffet	<b>*Local Government Planning</b> Planning in the District Council context – role of the Planning Committee and how it operates	Esme Spinks, Strategic Planning Manager	Councillors on Planning Committee and all other councillors for planning issues arising in their wards.
<b>June 3 to 7</b>	Drop in to Committee Services for 1-2-1 help with mobile device.	Committee Services staff	All Councillors
<b>Tuesday 4 June</b> 6.30pm – 9.30pm Meet outside Council Offices Buffet Tea	Coach Tour around Borough including buffet tea at a Community Centre	Senior Management Team /Assets/ Group Heads	All councillors but specifically newly elected.
<b>Thursday 6 June</b> 7 – 9.30pm Council Chamber Evening Buffet	<b>Local Government Finance, Spelthorne structure and services</b> Local Government Finance Senior Management Structure and delivering services <ul style="list-style-type: none"> <li>- Investment Strategy</li> <li>- Current key issues</li> <li>- SCC Finances</li> <li>- partnerships and contracts</li> </ul>	Terry Collier, Deputy Chief Executive and Chief Finance Officer  Senior Management Team / Group Heads and officers	All new councillors and re-elected councillors for refresher



Date	Topic	Facilitator	Intended audience
<b>Wednesday 12 June</b>  7.00pm to 9.00pm  Council Chamber  Evening Buffet	<b>*Licensing Training (and Committee meeting if required)</b> Training to include: Licensing Act 2003	Chambers under Surrey Administrators and Solicitors Framework	Councillors on Licensing Committee, lawyers and committee managers from Spelthorne
<b>Tuesday 18 June</b>  7.00pm to 9.30pm  Council Chamber  Evening Buffet	<b>*Local Government Planning - Design in the Planning Process</b>	Esme Spinks, Strategic Planning Manager	Councillors on Planning Committee. New and re-elected councillors for planning issues arising in their wards.
<b>w/c 24 June</b>  7.00pm to 8.00pm  Evening Buffet	<b>Emergency Planning</b>	Applied Resilience and Council Officers	All Councillors
<b>Tuesday 25 June</b> <b>7.00pm to 9.00pm</b>  Council Chamber  Evening Buffet	<b>*Overview and Scrutiny Training</b> Training to cover the role of Scrutiny, how it can make a positive impact and add value.	South East Employers – Mark Palmer	Councillors on O&S Committee and members of Cabinet.  All other interested councillors



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<b>Weds 3 July</b> 7.00pm to 8.30pm Council Chamber Evening Buffet	<b>*Licensing Training (and Committee meeting if required)</b> Training to include: Gambling Act 2005, Hackney Carriage and private hire taxi regime, Scrap Metal Dealers regime, sex establishments	Chambers under Surrey Administrators and Solicitors Framework	Councillors on Licensing Committee, lawyers and committee managers from Spelthorne
<b>Tuesday 9 July</b> 7.30pm to 9.30pm Council Chamber	<b>Overview and Scrutiny Committee meeting</b> Work Programming session		Councillors on O&S Committee
<b>Thursday 18 July</b> 5.30 - 7pm (before the Council meeting) Evening Buffet	<b>Services marketplace and meet Heads of Service/Managers</b> Committee Suite and Social Club	Group Heads and service representatives	All new councillors and re-elected councillors for refresher
<b>Thursday 25 July</b> 7.00pm to 9.30pm Goddard Room Evening Buffet	<b>*Audit Committee and Training</b> Training to include: <ul style="list-style-type: none"> <li>• Purpose of audit</li> <li>• roles and responsibilities</li> <li>• what is good governance</li> <li>• risk management</li> <li>• working with internal audit and understanding audit reports</li> <li>• practical skills: questioning and challenging officers and auditors</li> </ul>	Chartered Institute of Public Finance and Accountancy – Elizabeth Humphrey	All members of Audit Committee All other interested councillors



Date	Topic	Facilitator	Intended audience
<b>w/c 16 September</b>  7pm to 9.30pm  Council Chamber	<b>*Being an Effective Councillor</b> <ul style="list-style-type: none"> <li>– Handling casework</li> <li>– How to have an impact in your ward</li> <li>– Supporting constituents with difficult situations</li> <li>– Personal resilience</li> <li>– Being a community leader</li> <li>– Training attendance</li> </ul> <p>LGA workbooks covering most of these topics are available on Councillor's mobile devices and paper on request.</p> <p>LGA Councillor Guide is available to download to tablets.</p>	Local Government Association and Member peer	All new councillors and re-elected councillors as refresher

**\*Mandatory Training for intended audience, optional for others**

**Further Seminars on Local Government Planning are planned for the July – October period. Dates and locations to be confirmed. Provisional dates:**

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|--------------------------------|------------------------------------|---|
| • Thursday 4 or 11 July 2019   | Transportation issues and Planning | Facilitated by Surrey County Council            |
| • Monday 22 July 2019          | Planning Enforcement and Appeals   | Facilitated in-house by Planning/Legal officers |
| • Thursday 5/12 September 2019 | Green Belt, Flooding               | Facilitated in-house by Planning/Legal officers |
| • Thursday 10 October 2019     | Minerals (and other short items)   | “ “ “   |

Planning seminars are for members of Planning Committee and all new/re-elected councillors to assist in understanding Planning issues arising in their wards.

Further member development workshops and seminars will be arranged throughout the year and publicised to councillors including training/briefing relating to specific topics.