



New and Re-elected Councillor Induction 2023

Induction programme for councillors following the Spelthorne Borough Council elections in May 2023.

Date	Topic	Facilitator	Intended audience
<p>Tues 9 May</p> <p>5.00pm to 9.00pm</p> <p>Goddard Room</p>	<p>Photos for all councillors (Members' ID badges and Reception Board)</p> <p>IT - allocation of devices for new councillors (for re-elected councillors please contact IT directly to arrange a time to collect your new device) -</p> <p>Services Marketplace</p>	<p><i>MAT, Group Heads, IT and Committee Services</i></p>	<p>Mandatory for all new Councillors, optional for re-elected councillors</p>



Date	Topic	Facilitator	Intended audience
<p>Thurs 11 May</p> <p>9.30am to 10.15am Council Chamber</p> <p>10.15am to 12.30pm Council Chamber</p> <p><i>Lunch provided – Group Heads to 'drop-in'</i></p> <p>2.15pm to 2.45pm Council Chamber</p>	<p>New Councillor Induction Day</p> <p>Spelthorne as a Council (Induction presentation) Including the Local Plan, Corporate Plan, Priorities, and Values.</p> <p>Councillor roles and responsibilities</p> <ul style="list-style-type: none"> • What it means to be a councillor • How can you best represent the interests of your community • Skills and tactics you might use in your role • Developing effective relationships with fellow councillors and with officers <ul style="list-style-type: none"> • How business is conducted – Constitution, decision-making process, the Committee System and protocols for Council 	<p><i>Daniel Mouawad, Chief Executive</i></p> <p><i>Mark Palmer, South East Employers, and Peer Councillor</i></p> <p><i>Farida Hussain, Group Head of Corporate Governance & Monitoring</i></p>	<p>Mandatory for all new councillors, optional for re-elected councillors</p>

Date	Topic	Facilitator	Intended audience
<p>Thurs 11 May</p> <p>2.45pm to 4.15pm Council Chamber</p> <p>4.15pm to 4.30pm Council Chamber</p>	<p>Operating Safely</p> <ul style="list-style-type: none"> • Confidentiality vs Freedom of Information • Code of Conduct • Planning Code • Declarations of Interest and annual Related Parties declarations • Gifts and Hospitality • Data Protection • Safeguarding – Councillor DBS check • Personal security • Health Safety and Welfare • Press and Communications • Handling Social Media <p>Reflections on the day (questions and answers)</p>	<p><i>Daniel Mouawad, Farida Hussain, Kamil Dolebski, Solicitor Clare Williams, Data Protection Officer, Lisa Stonehouse, Senior Leisure and Wellbeing Manager, Tracey Willmott-French, Senior Environmental Health Manager Bill Cox, Health & Safety Officer, Committee Services Jennifer Medcraft, Head of Communications and Customer Experience</i></p>	<p>Mandatory for all new councillors, optional for re-elected councillors</p>
<p>Mon 15 May</p> <p>7.00pm – 9.00pm</p> <p>Council Chamber</p>	<p>Working within a Committee System</p> <ul style="list-style-type: none"> - Effective decision making - Scrutiny - Best practice 	<p><i>Ed Hammond, Centre for Governance and Scrutiny</i></p>	<p>Mandatory for all councillors</p>
<p>Tues 16 May</p> <p>3.00pm to 5.30pm or 7.00pm to 9.30pm</p> <p>Goddard Room</p>	<p>IT</p> <ul style="list-style-type: none"> • IT Policies • How to get access to Spelthorne network • Email management/Microsoft teams calls • Modern.gov 	<p><i>Alistair Corkish, Deputy ICT Manager, Andrew Richards, The IT Service, and Committee Services</i></p>	<p>All councillors to attend one session</p>

Date	Topic	Facilitator	Intended audience
Weds 17 May 7.00pm to 9.00pm Council Chamber / Hybrid	Peer Review Feedback (Title TBC)	<i>Chris Hossack, LGA</i> <i>Marcus Coulson, LGA</i>	Mandatory for all councillors
Thurs 18 May 7.00pm to 9.30pm Council Chamber / Hybrid	Local Government Finance, Spelthorne structure and services Senior Management Structure and delivering services <ul style="list-style-type: none"> • Financial context and pressures facing councils • Annual Financial and Budget cycle • Terminology • Role of Audit • Investment Strategy • Housing delivery • Relationship with KGE • Current key issues • SCC Finances • Partnerships and contracts 	<i>Terry Collier, Deputy Chief Executive and Chief Finance Officer</i> <i>Paul Taylor, Chief Accountant</i> <i>Senior Management Team / Group Heads and officers</i>	Mandatory for all councillors
Mon 22 May 7.00pm to 9.00pm Council Chamber / Hybrid	Members' Code of Conduct, Interests, Gifts and Hospitality and Related Parties. To include Member Officer Protocol.	<i>Farida Hussain, Group Head for Corporate Governance & Monitoring Officer</i> <i>Ian Winter, Dylan Price</i>	Mandatory for all councillors
Tues 23 May 7.00pm to 10.00pm Council Chamber / Hybrid	The Local Plan	<i>Ann Biggs, Strategic Planning Manager</i> <i>Jane Robinson, Principal Planning Officer</i>	Mandatory for all councillors.

Date	Topic	Facilitator	Intended audience
Weds 24 May 7.00pm to 9.30pm Council Chamber / Hybrid	Being an Effective Councillor <ul style="list-style-type: none"> • Handling casework • How to have an impact in your ward • Supporting constituents with difficult situations • Personal resilience • Being a community leader • Training attendance 	<i>Local Government Association and Member peers</i>	Mandatory for all councillors
Thurs 25 May 7.00pm to 10.00pm Council Chamber	Annual Council Meeting		
Tues 30 May 7.00pm to 10.00pm Council Chamber / Hybrid	Planning training - Introduction to Planning and Decision Making, Appeals/Costs	<i>Esme Spinks, Planning Development Manager Paul Tomson, Principal Planning Officer Kamil Dolebski, Solicitor</i>	Mandatory for all councillors on Planning Committee and all other councillors invited to attend.
Weds 31 May 6.00pm to 10.00pm Council Chamber	Planning Committee Meeting	<i>Esme Spinks, Planning Development Manager</i>	Mandatory for all councillors on Planning Committee and all other councillors invited.
Mon 5 June 6.00pm to 7.00pm 7.00pm to 10.00pm Council Chamber	Introduction from MAT Corporate Policy and Resources Committee	<i>Daniel Mouawad, Chief Executive Terry Collier, Deputy Chief Executive Lee O'Neil, Deputy Chief Executive Paul Taylor?</i>	Councillors on Corporate Policy and Resources Committee

Appendix A



Date	Topic	Facilitator	Intended audience
Tues 6 June 6.00pm to 9.00pm	Coach Tour around Borough Meet outside Council Offices	<i>Group Heads TBC</i>	All councillors but specifically newly elected.
Weds 7 June 7.00pm to 10.00pm Council Chamber / Hybrid	Licensing Training (and Committee meeting if required) Training to include: Licensing Act 2003, Gambling Act 2005, Hackney Carriage and private hire taxi regime, Scrap Metal Dealers regime, sex establishments	<i>Matt Lewin, Cornerstones</i>	Mandatory for councillors on Licensing Committee (with invite to all councillors) & lawyers
Thurs 8 June 6.00pm to 7.00pm 7.00pm to 10.00pm Council Chamber	Introduction from Group Head Administrative Committee	<i>Sandy Muirhead, Group Head Commissioning and Transformation</i>	Councillors on Administrative Committee with an invite to all councillors
Mon 12 June 5:00pm to 8:00pm Council Chamber	Standards Committee Training	<i>Farida Hussain, Group Head for Corporate Governance & Monitoring Officer External Trainers TBC</i>	Mandatory for all councillors on Standards Committee
Tues 13 June 6.00pm to 7.00pm 7.00pm to 10.00pm Council Chamber	Introduction from Group Head Community Wellbeing Committee	<i>Karen Sinclair, Group Head Community Wellbeing</i>	Councillors on Community Wellbeing Committee with an invite to all councillors

Date	Topic	Facilitator	Intended audience
Weds 14 June 7.00pm to 9.00pm Council Chamber / Hybrid	Spelthorne's Developments and Investments, affordable and keyworker residential delivery programme and the broader Capital Programme (including Leisure Centre) <ul style="list-style-type: none"> • KGE – history and how it works • Link to corporate priority of affordable housing delivery • Importance of maintaining momentum • Increased challenges of financing 	<i>Group Head for Assets, Terry Collier, Deputy Chief Executive, Farida Hussain, Group Head for Corporate Governance & Monitoring Officer</i>	Mandatory for all councillors
Thurs 15 June 6.00pm to 7.00pm 7.00pm to 10.00pm Council Chamber	Introduction from Group Head Economic Development Committee	<i>Heather Morgan, Group Head Place, Protection and Prosperity</i>	Councillors on Economic Development Committee with an invite to all councillors
Mon 19 June TBC 7.00pm to 9.00pm Council Chamber	Determining the Strategic Direction of the Council (TBC)	<i>Presenter TBC</i>	Optional for all councillors
Tues 20 June 9.00am to 5.00pm Council Chamber	Carbon Literacy	<i>Jilly Mowbray, Environmental Health Support Officer Sandy Muirhead, Group Head Commissioning and Transformation</i>	Mandatory for all councillors – councillors to attend one session

Appendix A



Date	Topic	Facilitator	Intended audience
Weds 21 June 9.00am to 5.00pm Council Chamber	Carbon Literacy	<i>Jilly Mowbray, Environmental Health Support Officer</i> <i>Sandy Muirhead, Group Head Commissioning and Transformation</i>	Mandatory for all councillors – councillors to attend one session
Thurs 22 June 6.00pm to 7.00pm 7.00pm to 10.00pm Council Chamber	Introduction from Group Head (to cover Spelthorne Direct Services) Neighbourhood Services Committee	<i>Jackie Taylor, Group Head Neighbourhood Services</i>	Councillors on Neighbourhood Services Committee with an invite to all councillors
Tues 27 June 6.00pm to 7.00pm 7.00pm to 10.00pm Council Chamber	Introduction from Group Head Environment & Sustainability Committee	<i>Sandy Muirhead, Group Head Commissioning and Transformation</i>	Councillors on Environment & Sustainability Committee with an invite to all councillors
Weds 28 June 6.00pm to 10.00pm Council Chamber	Planning - Green Belt (and Committee Meeting)	<i>Russ Mouny, Principal Planning Officer</i> <i>Paul Tomson, Principal Planning Officer</i>	Councillors on Planning Committee. New and re-elected councillors for planning issues arising in their wards.
Thurs 29 June 6.00pm to 7.00pm Hybrid	Introduction to the River Thames Scheme	<i>Gary Webb, Surrey County Council</i>	Mandatory for all new councillors

Date	Topic	Facilitator	Intended audience
Tues 4 July 7.00pm to 8.00pm Council Chamber	Emergency Planning	<i>Applied Resilience and Sandy Muirhead, Group Head for Commissioning and Transformation</i>	Mandatory for all councillors
Tues 11 July (TBC) 7.00pm to 9.00pm Council Chamber / Hybrid	Risk Appetite	<i>Punita Talwar, Internal Audit Manager</i>	Mandatory for all councillors
Thurs 13 July 7.00pm to 10.00pm Council Chamber	Council Meeting		All councillors
Mon 17 July (TBC)	Planning Training – Planning Enforcement	<i>Esme Spinks, Planning Development Manager</i>	Mandatory for all councillors on Planning Committee and all other councillors invited.
Tues 18 July 7.00pm to 9.30pm Council Chamber / Hybrid	LGA Chairing Skills	LGA	Chairs and Vice-Chairs/All Councillors

Date	Topic	Facilitator	Intended audience
Weds 19 July 7.00pm to 9.30pm TBC Council Chamber/Hybrid	LGA Equality, Diversity and Inclusivity	<i>LGA</i>	Mandatory for all councillors
Thurs 20 July 7.00pm to 9.30pm Council Chamber/ Hybrid	Audit Committee Training Training to include: <ul style="list-style-type: none"> • what is an Audit Committee • roles and responsibilities • working with internal audit and understanding assurance • Annual Governance Statement • Financial Statement of Accounts and how these differ from company accounts 	<i>Elizabeth Humphrey</i>	All members of Audit Committee All other interested councillors
Tues 25 July TBC	Planning Training – Appeals/Cost catch up (if required)	<i>Esme Spinks, Planning Development Manager</i> <i>Kamil Dolebski, Solicitor</i>	Mandatory for all councillors on Planning Committee
Weds 26 July 6.00pm to 10.00pm Council Chamber	Planning Committee Meeting	<i>Esme Spinks, Planning Development Manager</i>	Committee members
Thurs 27 July 7:00pm to 10:00pm Council Chamber	Audit Committee		Committee members

Additional Planning Sessions

Date	Topic	Facilitator	Intended audience
23/08/2023	Use Classes Order and Permitted Development 1	<i>Esme Spinks, Planning Development Manager</i>	Committee members All other interested councillors
20/09/2023	Use Classes Order and Permitted Development 2	<i>Esme Spinks, Planning Development Manager</i>	Committee members All other interested councillors
18/10/2023	Design 1	<i>Esme Spinks, Planning Development Manager</i>	Committee members All other interested councillors
15/11/2023	Design 2	<i>Esme Spinks, Planning Development Manager Russ Mouny and Paul Tomson, Principal Planning Officers</i>	Committee members All other interested councillors
13/12/2023	Flooding	<i>Esme Spinks, Planning Development Manager Russ Mouny and Paul Tomson, Principal Planning Officers</i>	Committee members All other interested councillors
17/01/2024 7:00pm to 10:00pm Council Chamber	Minerals (and other short items)	<i>Esme Spinks, Planning Development Manager Russ Mouny and Paul Tomson, Principal Planning Officers Caroline Smith, Surrey County Council</i>	Committee members All other interested councillors
07/02/2024 7:00pm to 10:00pm Council Chamber	Planning – Transportation	<i>Esme Spinks, Planning Development Manager Caroline Smith, Surrey County Council</i>	Committee members All other interested councillors

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