

Councillor Induction Programme 2026

Suffolk County Council is multi-million-pound organisation responsible for ensuring the delivery of a range of services which affect everyone in Suffolk.

A cross-party Councillor group (the Councillor Development Working Group) has designed and commissioned this programme using their knowledge and experience to ensure you are offered a comprehensive and informative start to your time with Suffolk County Council. These opportunities support the role of the County Councillor and many of the specific responsibilities that councillors may have. The programme has been split into phases to ensure you have the right development at the right time.

Suffolk County Council will reimburse councillors expenditure for care of children or dependent relatives if you need support to attend any of the sessions. Details of the terms for these payments can be found in Suffolk County Council's Constitution, Part 7, Members' Allowances Scheme in this welcome pack or on the Suffolk County Council website: <https://www.suffolk.gov.uk/council-and-democracy/the-council-and-its-committees/the-constitution>

All programmes unless specifically stated will be run online in Microsoft Teams. On request, appointments for sessions will be sent to your Suffolk County Council email address. All these sessions are aimed at all councillors but will be particularly useful to those who are newly elected to the County Council.

Please note those sessions marked **Compulsory** have been agreed by the Councillor Development Working Group as necessary for all councillors to attend. Where more than one session of a course is being run you only need to attend **once**.

You can find on pages 2-4 of this document a contents list of the training sessions by phase and date. From page 5 onwards you can find more detailed descriptions of the sessions on offer.

If you have any questions, or to request calendar appointments for any of the sessions, please contact Councillor Services:

Telephone: 01473 265119

Email: councillor.services@suffolk.gov.uk.

Councillor Induction Programme 2026

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May 2026 – Phase 1

Course	Time and Date
Information Security and IT Security – Compulsory – In Person	10.30am, Monday 11 May 2026
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Information Security and IT Security – Compulsory – In Person	10.30am, Tuesday 12 May 2026
Information Security and IT Security – Compulsory – In Person	1pm, Tuesday 12 May 2026
Information Security and IT Security – Compulsory – In Person	10.30am, Wednesday 13 May 2026
Information Security and IT Security – Compulsory – In Person	1pm, Wednesday 13 May 2026
Information Security and IT Security – Compulsory – In Person	10.30am, Thursday 14 May 2026
Information Security and IT Security – Compulsory – In Person	1pm, Thursday 14 May 2026
Who does what? And how it is funded	9am, Friday 15 May 2026
Understanding the Council’s Decision-Making Process	12.30pm, Friday 15 May 2026
County Council Meetings	4pm, Friday 15 May 2026
Code of Conduct – Compulsory	9am, Monday 18 May 2026
County Council Meetings	12.30pm, Monday 18 May 2026
Who does what? And how it is funded	4pm, Monday 18 May 2026
Understanding the Council’s Decision-Making Process	9am, Tuesday 19 May 2026
Committees of the Council	12.30pm, Tuesday 19 May 2026
Code of Conduct – Compulsory	4pm, Tuesday 19 May 2026
Committees of the Council	9am, Wednesday 20 May 2026
Code of Conduct – Compulsory	12.30pm, Wednesday 20 May 2026
Code of Conduct – Compulsory	4pm, Wednesday 20 May 2026
Claiming Expenses	9am, Tuesday 26 May 2026
Code of Conduct – Compulsory	9am, Friday 29 May 2026
Claiming Expenses	12.30pm, Friday 29 May 2026

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June 2026 – Phase 2

Adult Social Care	9am, Monday 1 June 2026
Code of Conduct – Compulsory	12.30pm, Monday 1 June 2026
Children and Young People's Services	9am, Tuesday 2 June 2026
Claiming Expenses	12.30pm, Tuesday 2 June 2026
Growth, Highways, and Infrastructure	12.30pm, Wednesday 3 June 2026
Fire and Rescue Service	4pm, Wednesday 3 June 2026
Audit Committee	10am, Thursday 4 June 2026
Claiming Expenses	4pm, Thursday 4 June 2026
Corporate Services	9am, Friday 5 June 2026
Public Health, Safety and Communities	4pm, Friday 5 June 2026
Pension Fund Committee/Pension Board	12.30pm, Monday 8 June 2026
Development and Regulation Committee – Planning	9am, Tuesday 9 June 2026
Chairing Committee Meetings	4pm, Tuesday 9 June 2026
Education Transport Appeals Committee	12.30pm, Wednesday 10 June 2026
Social Media	4pm, Wednesday 10 June 2026
Scrutiny in Practice – In Person	11am, Thursday 11 June 2026
Code of Conduct – Compulsory	4pm, Thursday 11 June 2026
Development and Regulation Committee – Rights of Way, TRO's & Village Greens	9am, Friday 12 June 2026
Councillor Locality Budgets	12.30pm, Friday 12 June 2026
Councillor Locality Budgets	9am, Wednesday 24 June 2026
Claiming Expenses	4pm, Wednesday 24 June 2026
Social Media	9am, Monday 29 June 2026
Working with Constituents	12.30pm, Monday 29 June 2026

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July 2026 – Phase 3

Safeguarding for Councillors – Compulsory	9am, Thursday 2 July 2026
Claiming Expenses	9am, Friday 3 July 2026
Working with the Media in Suffolk	12.30pm, Friday 3 July 2026
Highways Reporting, Engagement and Local Highways Budgets	4pm, Friday 3 July 2026
Public Speaking	12.30pm, Monday 13 July 2026
Strategic Questioning and Listening Skills for Scrutineers	4pm, Monday 13 July 2026
Public Speaking	9am, Tuesday 14 July 2026
Chairing Committee Meetings	9am, Wednesday 22 July 2026
Health and Safety for Councillors – Compulsory	12.30pm, Wednesday 22 July 2026
Working with the Media in Suffolk	4pm, Wednesday 22 July 2026
Strategic Questioning and Listening Skills for Scrutineers	9am, Friday 24 July 2026
Corporate Parenting – Compulsory	4pm, Monday 27 July 2026
Highways Reporting, Engagement and Local Highways Budgets	9am, Wednesday 29 July 2026
Equality, Diversity and Inclusion – Compulsory	4pm, Wednesday 29 July 2026
Equality, Diversity and Inclusion – Compulsory	10am, Friday 31 July 2026

From September 2026 – Phase 4

Data and Information	9am, Wednesday 2 September 2026
Safeguarding for Councillors – Compulsory	12.30pm, Wednesday 2 September 2026
Working with Constituents	4pm, Wednesday 2 September 2026
Corporate Parenting – Compulsory	9am, Tuesday 8 September 2026
Health and Safety for Councillors – Compulsory	9am, Friday 18 September 2026
External Funding	12.30pm, Friday 18 September 2026
Artificial Intelligence and Suffolk County Council	4pm, Friday 18 September 2026
External Funding	9am, Monday 12 October 2026
Artificial Intelligence and Suffolk County Council	12.30pm, Monday 12 October 2026
Data and Information	4pm, Monday 19 October 2026

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Phase 1 – Getting started as a County Councillor May 2026

The sessions in the first phase of induction are designed to get you up and running as a County Councillor. From the four days when you will attend Endeavour House for half a day to complete the necessary steps to start your role as a councillor, through to sessions designed to help you understand the organisation, how the meetings work and how decisions are made.

Welcome to Suffolk County Council – Getting Started sessions – Compulsory for all Councillors – In Person

Welcoming you to Suffolk County Council, the getting started sessions are designed to help you meet the initial obligations of your role. Through the online address below (not included in this online version) you can book an appointment with the Monitoring Officer to start your journey. You will need to spend on average half a day at Endeavour House, Suffolk County Council's headquarters in Ipswich, between the 11-14 May 2026.

The online address provided below will take you to an online booking site where you can book your slot with Nigel Inniss to sign your declaration of acceptance of office. All other sessions on the day are run on either a drop-in basis or as timed sessions open to all.

You can find more detail on what will happen when you attend in section 3 of this welcome pack.

You will:

- Sign your declaration of acceptance with the Monitoring Officer, Nigel Inniss
- Opportunity to meet with either one of the Joint Chief Executives, Andrew Cook and Mark Ash
- Have your official SCC photographs for the website and any publicity taken and a photograph for your ID Badge
- Hand in the completed paperwork from your induction pack
- Attend a session on Information Governance and IT Security before you can access your IT login and kit details on page 6
- Talk with the IT Team about your IT preferences, receive your SCC IT log in credentials
- Take a tour of Endeavour House which includes the location of emergency exits and toilets, how to access first aid, the restaurant and coffee platform details on page 6

The Getting Started Sessions take place at: Endeavour House, 8 Russell Road, Ipswich, IP1 2BX

9.30am – 4pm, Monday 11 May 2026

9.30am – 4pm, Tuesday 12 May 2026

9.30am – 4pm, Wednesday 13 May 2026

9.30am – 4pm, Thursday 14 May 2026

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Information Security and IT Security – Compulsory for all Councillors – In Person

These sessions will familiarise you with the Council's policies on information management and cyber security. It will also look at your obligations as a councillor under data protection law and other information law. Each session will cover:

- A brief look at the different laws which govern how you must manage your information
- What being a Data Controller means and your obligations around managing information
- Freedom of Information requests – what is it and how do we deal with them
- Cyber security – how to protect the information that are working with and the systems that you use

Sessions will last for 1 hour and 30 minutes and have been determined as **compulsory** for all councillors by the Councillor Development Working Group. You only need to attend one session, although you are welcome to attend more than once if you wish. There is no need to book for these sessions; you can join the one most convenient to you when you are in Endeavour House for your Getting Started session.

The sessions will be led by Joanne Withey, Data Protection and Training Manager and John Thurkettle, IT Security Manager. We are running eight session options, and all will be held in person in the **King Edmund Chamber, Endeavour House, 8 Russell Road, Ipswich, IP1 2BX**.

Session 1: 10.30am – 12pm, Monday 11 May 2026

Session 2: 1pm – 2.30pm, Monday 11 May 2026

Session 3: 10.30am – 12pm, Tuesday 12 May 2026

Session 4: 1pm – 2.30pm, Tuesday 12 May 2026

Session 5: 10.30am – 12pm, Wednesday 13 May 2026

Session 6: 1pm – 2.30pm Wednesday 13 May 2026

Session 7: 10.30am – 12pm, Thursday 14 May 2026

Session 8: 1pm – 2.30pm, Thursday 14 May 2026

Tour of Endeavour House

Take a guided tour of Endeavour House with Rachel Allison or Lee Johns from the Vertas Team, who manage the building. They will show you the emergency evacuation exits, the first aid room, and where the toilets and showers are located. You will also visit the Suffolk Sitting Room and be shown where the main meeting rooms are located. You will be introduced to the facilities in the Restaurant and on the coffee platform, with time to ask any questions about the building.

Tours will be led by either Rachel Allison or Lee Johns, will run twice a day, and last approximately 30 minutes.

Session 1: 10am, Monday 11 May 2026

Session 2: 2.45pm, Monday 11 May 2026

Session 3: 10am, Tuesday 12 May 2026

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Session 4: 2.45pm, Tuesday 12 May 2026

Session 5: 10am, Wednesday 13 May 2026

Session 6: 2.45pm, Wednesday 13 May 2026

Session 7: 10am, Thursday 14 May 2026

Session 8: 2.45pm, Thursday 14 May 2026

Who does what? And how it is funded

This session will help you to understand each councillor's responsibility for agreeing the policy and budgetary framework and how the Council is organised to deliver service priorities.

The session will be led by Andrew Cook and Mark Ash, Joint Chief Executives, and Louise Aynsley, Chief Financial Officer (Section 151 Officer).

Session 1: 9am – 10.30am, Friday 15 May 2026 or

Session 2: 4pm – 5.30pm, Monday 18 May 2026

Understanding the Council's Decision-Making Process

This session will help you to understand the role of the Council and the Cabinet in setting the strategic direction of the Council, as well as understanding the opportunities of Cabinet Members and of 'backbench' councillors, e.g., working groups, Councillor questions at Council, Scrutiny, call-in and the role of Statutory Officers within the Council, including monitoring and scrutiny arrangements.

The session will be led by Nigel Inniss, Assistant Director of Governance, Legal and Assurance and Monitoring Officer, and Louise Aynsley, Chief Financial Officer (Section 151 Officer), and we are offering a choice of two dates.

Session 1: 12.30pm – 2pm, Friday 15 May 2026 or

Session 2: 9am – 10.30am, Tuesday 19 May 2026

County Council Meetings

This session will familiarise you with the formalities of procedure at County Council meetings including, when can I speak and how long can I speak for; what is a 'point of order' and how is it used; what is the role of the Chairman of the Council; how to vote; and webcasting – why do we do it and what does it mean for councillors.

The session will be led by Nigel Inniss, Assistant Director Governance, Legal and Assurance and Monitoring Officer and will be run twice.

Session 1: 4pm – 5.30pm, Friday 15 May 2026 or

Session 2: 12.30pm – 2pm, Monday 18 May 2026

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Committees of the Council

This session will be an exploration and discussion about the roles and responsibilities of Committees and the impact they have on the people of Suffolk.

The session is delivered by Nigel Inniss, Assistant Director Governance, Legal and Assurance and Monitoring Officer and we are offering a choice of two dates.

Session 1: 12.30pm – 2pm, Tuesday 19 May 2026 or

Session 2: 9am – 10.30am, Wednesday 20 May 2026

Code of Conduct

This session will provide you with an understanding of the conduct expected of all councillors and your specific obligations as detailed in the code of conduct, which all councillors sign up to as part of the declaration of acceptance of office. Learn more about the Nolan principles and those principles developed specifically for Councillors. It will cover the legislation governing and your responsibilities for declarations of interests, gifts and hospitality. The session will also cover the code of conduct complaint process and what to expect if a complaint is made against you.

The session is delivered by Nigel Inniss, Assistant Director Governance, Legal and Assurance and Monitoring Officer and we are offering a choice of seven dates.

Session 1: 9am – 10.30am, Monday 18 May 2026 or

Session 2: 4pm – 5.30pm, Tuesday 19 May 2026 or

Session 3: 12.30pm – 2pm, Wednesday 20 May 2026 or

Session 4: 4pm – 5.30pm, Wednesday 20 May 2026 or

Session 5: 9am – 10.30am, Friday 29 May 2026 or

Session 6: 12.30pm – 2pm, Monday 1 June 2026 or

Session 7: 4pm – 5.30pm, Thursday 11 June 2026

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Phase 2 – Directorates of the Council, Committee Meetings, claiming expenses and locality budgets

Directorate sessions will introduce each service area giving you an overview of their responsibilities and key issues for the directorate.

Each committee session is designed to provide an induction to members and substitute members of the committees and an overview to those who might sit on them in the future or simply want to find out more about them.

Other sessions will cover the development of skills for councillors, duties which councillors have responsibility for and specific service areas which may be of interest to councillors.

All programmes in this phase will be run online in Microsoft Teams. Appointments will be sent to your Suffolk County Council email address, on request by emailing councillor.services@suffolk.gov.uk or telephoning: 01473 265119 with the date and time of your preferred session.

Adult Social Care

This session will introduce Councillors to the work of the Adult Social Care Directorate.

We all live in an aging society, where more people are living longer lives, often with increasingly complex physical and mental health needs. Adult Social Care plays a vital role in responding to these changes and supporting residents at some of the most important points in their lives.

The directorate works with adults, and with young people as they approach adulthood, to help them live independently, safe and fulfilling lives in the way that matters to them. This includes supporting people with care and support needs, promoting independence, working with carers, and collaborating closely with health and community partners. This session provides Councillors with an overview of the directorate's role, responsibilities and challenges, and highlights how Adult Social Care contributes to wellbeing, dignity, and quality of life across communities.

This session will be led by Gareth Everton, Executive Director of Adult Social Care.

Session 1: 9am – 10.30am, Monday 1 June 2026

Children and Young People's Services

The Directorate is responsible for a wide range of services, including Children's Social Care. This incorporates safeguarding, services for children in care, fostering and adoption, early help services, youth justice, and services for children with disabilities. Children and Young People's Services work closely with Education, Inclusion and SEND. These teams are responsible for supporting children and young people with Special Educational Needs and Disabilities (SEND), specialist education services, school organisation and performance, school place planning and sufficiency, admissions, and attendance.

All services are supported and enabled by central teams, including Quality Assurance, Commissioning, Transformation and Programmes, and Data Intelligence.

This session will be led by Sarah-Jane Smedmor, Executive Director of Children and Young People's Services.

Session 1: 9am – 10.30am, Tuesday 2 June 2026

Growth, Highways and Infrastructure

This session will introduce Councillors to the work of the Growth, Highways, and Infrastructure Directorate. Growth, Highways, and Infrastructure (GHI) is responsible for economic growth and skills, transport, flooding, public highways and some aspects of planning and waste (with other aspects being the responsibility of the District Councils).

The directorate is responsible for shaping how the county grows, moves and functions and for creating the conditions that support a strong economy, resilient communities, and a sustainable environment.

Growth, Highways and Infrastructure cover economic and industrial growth, transport and public highways, recycling and waste services, and stewardship of the local environment. The work is highly visible to residents and businesses and plays a key role in quality of life, connectivity and place-shaping. This session provides Councillors with an overview of the directorate's responsibilities, the challenges it faces and the role it plays in balancing growth, infrastructure investment, environmental responsibility and community need.

This session will be led by Andrew Cook, Joint Chief Executive and the leadership team for Growth, Highways and Infrastructure.

Session 1: 12.30pm – 2pm, Wednesday 3 June 2026

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Fire and Rescue Service

This session will introduce Councillors to the work of the Fire and Rescue Service including its Prevention, Protection and Response activity alongside the operational management of the service.

This session will be led by Jon Lacey, Chief Fire Officer, Suffolk Fire and Rescue Service.

Session 1: 4pm – 5.30pm, Wednesday 3 June 2026

Corporate Services

This session introduces Councillors to the Corporate Services Directorate – the engine room of the Council. Corporate Services is the organisation's core professional backbone, providing the leadership, financial grip, governance, critical infrastructure, expertise and assurance necessary to deliver modern public services smoothly, lawfully and efficiently.

We also support Elected Members to fulfil their democratic, statutory and leadership responsibilities. The Directorate drives the whole authority to perform at its best.

Corporate Services works directly with residents, businesses, staff and councillors and brings together communications, finance, human resources, digital and IT, information and data management, democratic services, audit, legal, property, procurement, customer services and corporate policy, and also hosts Coroners and Registrar Services.

This session will be led by Mark Ash, Joint Chief Executive and Executive Director responsibilities for Corporate Services.

Session 1: 9am – 10.30am, Friday 5 June 2026

Public Health, Communities and Public Safety

This session will introduce Councillors to the work of the Public Health, Communities and Public Safety Directorate. The team is focused on improving the health and wellbeing of Suffolk residents of all ages and protecting residents from risks and hazards through working in partnership and supporting the most vulnerable in our communities.

Find out more about:

- The diverse range of services we buy and deliver, ranging from libraries to Trading Standards, substance misuse services to stop smoking services, domestic abuse accommodations to checks for babies and children.
- How we work in partnership with communities, NHS and voluntary sector to improve health and protect residents.
- How we use data, intelligence, insights and evidence to best target services and resources.

This session will be led by Stuart Keeble, Executive Director of Public Health, Communities and Public Safety.

Session 1: 4pm – 5.30pm, Friday 5 June 2026

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Audit Committee

This development session introduces councillors to the working and remit of the Audit Committee. This session is particularly appropriate for those councillors who will be sitting on the Committee including substitute members. However, all councillors are encouraged to attend and understand the role of the Audit Committee and its operation.

Topics covered will include:

- The purpose and role of the Audit Committee
- Finance and External Audit
- Internal Audit and Counter-Fraud
- Risk Management
- Governance, Standards and Councillor Training
- Local Government & Social Care Ombudsman and Complaints

The course is delivered by various officers including Louise Aynsley, Chief Financial and Section 151 Officer, Nigel Inniss, Assistant Director Governance, Legal and Assurance and Monitoring Officer, Andrew Filby, Head of Corporate Finance, Peter Frost, Head of Internal Audit and Counter Fraud, Christos Constantinou, Counter-Fraud Manager, Jamie Swinyard, Customer Experience Operations Manager and Paul Emeny, Performance & Risk Manager, and will be run once.

Session 1: 10.00am – 12pm, Thursday 4 June 2026

Pension Fund Committee / Pension Board

This session will provide councillors with background to and understanding of the complex legal and financial arrangements for the Local Government Pension Scheme.

Pension Fund Committee members and substitutes are required to attend.

You will learn:

- The remit and responsibilities of the Committee
- How the Suffolk Pension fund is managed
- The funds approach to funding and investments
- The basics of the Local Government Pension Scheme

This session will be delivered by Tracey Woods, Head of Pensions, and will be run once.

Session 1: 12.30pm – 2pm, Monday 8 June 2026

Regular training will take place for all committee and board members, including a session before every meeting and access to an online training tool.

Development and Regulation Committee

Members of the Development and Regulation Committee and Substitutes are required to attend.

This development session introduces councillors to the working and remit of the Development and Regulation Committee. It is aimed at those councillors who will be sitting on the Committee including substitute members. However, all councillors are encouraged to attend and understand the role Development and Regulation Committee plays in the quasi-judicial decision-making framework and how you as a local councillor can make representations to the Committee on behalf of your constituents.

Due to the breadth of the remit of this committee, two separate sessions will be run, and you will be required to attend both to be able to sit on the Committee.

Session 1 will cover planning:

- Where the Committee fits within the planning system and the types of applications to be determined
- Introduction to principle of decision making – Conflicts of interest, bias, pretermination and rationality
- Overview of planning application process including Consultation Requirements and Material Considerations
- Enforcement
- Format and content of further training
- Procedure at the Committee, including making representations on behalf of constituents and being a member of the Committee

This session is delivered by Andy Rutter, Development Manager, and Jonathan Lockington, Lawyer Planning and Highways, and will be run once.

Session 2 will cover, rights of way, traffic regulation orders and commons and village greens:

- Where the Committee fits within the Rights of Way systems and the types of applications to be determined
- Public Rights of Way: changes to the definitive map
- The role of Traffic Regulation Orders
- Commons and Village Greens

This session is delivered by Graeme Mateer, Head of Transport Strategy, Jonathan Lockington, Lawyer Planning and Highways and Andrew Woodin, Rights of Way and Access Manager and will be run once.

Session 1: 9am – 11am, Tuesday 9 June 2026

Session 2: 9am – 11am, Friday 12 June 2026

Further training sessions will be run throughout your four-year term of office.

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Chairing Committee Meetings

This session is for **Committee** Chairs, Vice Chairs and aspiring Chairs. It is bespoke to the Council's constitution, protocols and rules of procedure. The session is equally well suited to experienced, new or aspiring Chairs serving Regulatory, Scrutiny and other committees. Vice Chairs are also welcome to attend.

The session covers the following elements:

- Role and Purpose of the Chair
- 'Prepare to Chair'
- The 'flying start' - managing standard items
- Managing the meeting (business, order and outcomes - including votes)
- Key constitutional knowledge
- Avoiding common errors and 'deadly sins'

The sessions will run twice and will be led by David McGrath from Link Support Services (UK) Ltd on 9 June and Phil O'Brien also from Link Support Services UK) Ltd on 22 July.

Session 1: 4pm – 5.30pm, Tuesday 9 June 2026 or

Session 2: 9am – 10.30am, Wednesday 22 July 2026

Education Transport Appeals Committee (ETAC)

Members of the Education Transport Appeals Committee and Substitutes are required to attend.

As part of the quasi-judicial decision-making framework at the Council, the ETAC is responsible for considering and determining the outcome of stage two appeals from parents/carers whose child/children or young people have been refused Suffolk County Council (SCC) Funded School Travel. The stage two appeal is part of the Review and Appeal process as outlined in the DfE Statutory Guidance for Home to School Travel.

Only councillors who have been trained can sit on this committee so it is a must for the committee members and substitutes. Any County Councillor may also be asked to assist in an appeal by a constituent so this session is open to all councillors to learn how the Committee operates and how you can contribute to this process.

The session aims to help you:

- Understand the SCC Travel Policy and how Growth Highways and Infrastructure (GHI) work with Children and Young People's Services (CYP)
- Understand the role of school admissions in relation to school travel
- Understand the school travel application process
- Understand the full Review and Appeals Process as outlined in the DfE Statutory Guidance for Home to School Travel
- Know the extent of the Committee's powers and responsibilities

The session will be led by Julie Mitchell, Policy and Information Manager, Growth Highways and Infrastructure, Drew Thompson, Lawyer, Corporate Services, and Angela Davey, Interim Senior Education Officer (Admissions and School Travel) Children and Young People's Services and will be run once.

Chris Mallett, Assistant Policy and Information Manager, Growth Highways and Infrastructure, and Lucy Nicholas, Resource Manager, Children and Young People's Services, will also be in attendance as officers relevant to the Committee meetings.

Session 1: 12.30pm – 2pm, Wednesday 10 June 2026

Scrutiny in Practice – In Person

Scrutiny committees have a role in ensuring that the Council's decision-making is transparent and accountable, and the services that the Council provides are effective, efficient and accessible. The Scrutiny Committee may also consider issues that affect the people of Suffolk. At Scrutiny Committee meetings, representatives of the administration and opposition parties work together to provide positive, critical friend challenge to Cabinet Members, officers and partner organisations, with the objective of improving outcomes for the people of Suffolk.

This session will be run once and will last for 90-minutes.

The session will be useful for any councillor who wishes to understand the role of scrutiny. In particular, Councillors who may sit or substitute on any of the scrutiny committees, or the Police and Crime Panel, are encouraged to attend. Cabinet Members will also find this session helpful in understanding their role in the scrutiny process.

The session will include:

- Understanding the role of scrutiny in providing critical friend challenge to decision makers
- What makes effective scrutiny?
- Practical scrutiny skills

The session will be led by David McGrath from Link Support Services (UK) Ltd and will be run once.

Session 1: 11am – 12.30pm, Thursday 11 June 2026 – **In Person, Benjamin Britten Room, Endeavour House, Ipswich, Suffolk, IP1 2BX**

Claiming Expenses

Suffolk County Council operates an online expense claiming system called Oracle Fusion. The sessions will cover what you can claim, how the system works, accessing your payslips, end of year documents and what you need to input to ensure your expenses claim is processed quickly.

The session is open to all councillors and is a **must** for councillors new to Suffolk County Council or new to Oracle Fusion.

At this session you will:

- Learn how to use Oracle Fusion
- Find out what you can claim back from the Council
- Shown how to access your payslip and P60's

The sessions will be led by Sarah Bradfield, Business Manager, Democratic Services, Rebekah Schoenthal, Lead Accountant, Finance, and Jenni Gissing or Rob Curtis, Human Resources, and will be run six times.

Session 1: 9am – 10.30am, Tuesday 26 May 2026 or

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Session 2: 12.30pm – 2pm, Friday 29 May 2026 or

Session 3: 12.30pm – 2pm, Tuesday 2 June 2026 or

Session 4: 4pm – 5.30pm, Thursday 4 June 2026 or

Session 5: 4pm – 5.30pm, Wednesday 24 June 2026 or

Session 6: 9am – 10.30am, Friday 3 July 2026

Social Media

Whilst the benefits of using social media are many and great, there are some challenges to consider before starting a new channel, and some techniques which can help manage an existing account to make it more enjoyable and successful.

This course will look to cover:

- What social media is and why it works
- Social media techniques which will help reach more people
- Different social media channels – which ones should you use and why
- How much work does it take to run a successful social media channel
- Channel security and safe social media

The sessions will be delivered by Matt Woor, Communications Manager, Communications Team and will be run twice.

Session 1: 4pm – 5.30pm, Wednesday 10 June 2026 or

Session 2: 9am – 10.30am, Monday 29 June 2026

Councillor Locality Budgets

Each Councillor is allocated £6,000 per financial year to spend on projects within the community they represent. These sessions will give you an understanding and overview of the process for spending your locality budget.

The sessions will be led by Sarah Bradfield, Business Manager, Democratic Services with support from Helen Taber-French, Councillor Services.

Session 1: 12.30pm – 2pm, Friday 12 June 2026 or

Session 2: 9am – 10.30am, Wednesday 24 June 2026

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Phase 3 – Knowledge and Responsibilities

Each of these sessions is designed to provide an introduction to key responsibilities that elected councillors have as a part of their role. Please note, a number of the sessions are considered to be **compulsory** for all councillors to attend as agreed by the Councillor Development Working Group.

Other sessions will cover the development of skills for councillors and knowledge to help you find your way within the Council.

All programmes in this phase will be run online in Microsoft Teams. Appointments will be sent to your Suffolk County Council email address, on request by emailing councillor.services@suffolk.gov.uk or telephoning: 01473 265119 with the date and time of your preferred session.

Equality, Diversity and Inclusion – **Compulsory for all Councillors**

The Councillor Development Working Group consider attendance **compulsory** for all councillors.

This session will help to equip members to:

- Be more aware of the **key principles** of equality, equity, diversity and inclusion – including key legal provisions
- Understand how the various **leadership roles** of an elected member provide an empowering platform to 'make a beneficial difference' – challenging discrimination and promoting best practice
- Understand concepts such as **unconscious bias** and how to develop sensitivity in members' work with officers, constituents and each other – and the consequences of **poor or discriminatory practices**
- Reflect on the **evolving use of language** and the implications for **personal conduct and choice of words**
- Become more aware of the Council's **policies and protocols**

The sessions will be led by Jackie O'Brien from Link Support Services (UK) Ltd.

Session 1: 4pm – 5.30pm, Wednesday 29 July 2026 or

Session 2: 10am – 11.30pm, Friday 31 July 2026

Councillor Induction Programme 2026

Corporate Parenting – Compulsory for all Councillors

As corporate parents, we have a collective responsibility to ensure the best possible outcomes for the children and young people in Suffolk's care. This training will provide foundations and insights into how we can effectively fulfil this role.

This session will help councillors deepen their understanding of our vital role and responsibilities as corporate parents. It will explore:

- The legal and local context for children and care leavers
- The Government framework
- What good corporate parenting looks like
- Practical ways we can champion and support our young people through our everyday work

The Councillor Development Working Group has agreed that it is **Compulsory** for all councillors to attend a session on Corporate Parenting.

The session will be led by Su Turner, an LGA Governance Associate and CEO of Shaping Governance, a leading provider of governance improvement support and will run twice.

Session 1: 4pm – 5.30pm, Monday 27 July 2026

Session 2: 9am – 10.30am, Tuesday 8 September 2026

Safeguarding for Councillors – Compulsory for all Councillors

Find out about your responsibilities as a Councillor for adult and children's safeguarding, what you need to know and how to make referrals and signposting services to constituents. The sessions will cover our work on Child Sexual Exploitation (CSE) Awareness and the key role you as a Councillor have in this within your community.

The sessions are open to all councillors and attendance is **Compulsory** for all councillors as agreed by the Councillor Development Working Group.

At this session you will:

- Learn what Safeguarding means to councillors
- Find out how to make referrals
- Make useful contacts within Suffolk County Council for advice and guidance
- Awareness of all forms of exploitation towards children and vulnerable adults

The session will be led by Alli Hassey, Head of Safeguarding and Reviewing Officer Service, Children and Young People's Services, and Nichola Bennett, Head of Adult Safeguarding Service, Adult Social Care.

Session 1: 9am – 10.30am, Thursday 2 July 2026 or

Session 2: 12.30pm – 2pm, Wednesday 2 September 2026

Councillor Induction Programme 2026

Health and Safety for Councillors – Compulsory for all Councillors

These sessions are designed to give you clarification of the role of each councillor's personal and corporate responsibility for Health and Safety. These sessions have been designated as **Compulsory** for councillors by the Councillor Development Working Group as they relate to statutory and legal obligations.

The session is open to all councillors.

At this session you will:

- Understand the legal and statutory obligations on the Council and how it is managing its health and safety risks
- Gain clarity over what are the consequences of not giving due regard to health and safety
- Be clear about a councillor's role responsibilities, in terms of health and safety, including your own
- Understand the importance of your own personal safety.

The session will be led by Mike Leake, Head of Health and Safety, and will be run twice.

Session 1: 12.30pm – 2pm, Wednesday 22 July 2026 or

Session 2: 9am – 10.30am, Friday 18 September 2026

Working with Constituents

Being equipped with the skills, confidence, and ability to take appropriate actions in response to your constituents' queries is an important and valued role for any councillor.

This workshop aims to provide you with the opportunity to explore the issues and concerns some of the people in your community face. It will provide you with useful hints and tips to enable you to keep yourself safe and how you can be prepared for planned or unplanned contacts with the people of Suffolk. The session will help develop your understanding of the system that is in place in Suffolk County Council for managing contacts regarding complaints and customer feedback.

The sessions are open to all councillors.

The sessions will be delivered by Jamie Swinyard, Head of Customer Access and Digital Inclusion, and will be run twice.

Session 1: 12.30pm – 2pm, Monday 29 June 2026 or

Session 2: 4pm – 5.30pm, Wednesday 2 September 2026

Councillor Induction Programme 2026

Working with the media in Suffolk

Working with the media is a good way of reaching your residents so they know what you are doing for them. These sessions are therefore designed to give you a good understanding of Suffolk's media landscape, as well as practical hints and tips to help you engage with journalists effectively. The sessions are most suited to councillors with little or no experience of working with the media, or those who would like a refresher on the basics.

The session is open to all councillors and will be led by Andrew St Ledger, Assistant Director: Communications and Public Affairs, and will be run twice.

Session 1: 12.30pm – 2pm, Friday 3 July 2026 or

Session 2: 4pm – 5.30pm, Wednesday 22 July 2026

Highways Reporting, Engagement and Local Highways Budgets

This briefing session is designed to support County Councillor's in making the most effective use of your highways services and your Local Highways Budget.

The session will:

- Explain how to report highways issues efficiently, including a live demonstration of the online reporting system
- Outline how to engage with Suffolk Highways on more complex or sensitive matters
- Introduce the dedicated support available to councillors in their highways role
- Provide clear guidance on accessing and using your Local Highway Budget
- Offer practical advice and examples of how the budget can be invested to deliver local benefits

This session is ideal for both new and experienced councillors looking to strengthen their understanding of highways processes and funding opportunities.

The sessions will be led by John Clements, Assistant Director for Highways Services, Growth, Highways and Infrastructure, and Mark Kerridge, Head of Customer Experience and Community Works, and will be run twice.

Session 1: 4pm – 5.30pm, Friday 3 July 2026 and

Session 2: 9am – 10.30am, Wednesday 29 July 2026

Strategic Questioning and Listening Skills for Scrutineers

This will be a lively, practical and interactive session exploring the level and type of questions scrutineers could consider asking at committee meetings to boost their effectiveness.

Objectives for the session include:

- A brief review of the purpose of scrutiny
- Effective preparation strategies
- The range of questions available in the scrutineer's toolbox and hints on to position and deliver them
- How to avoid common errors
- A preparation plan – getting ready for the scrutiny event
- A practical exercise to consider and deploy questions.

The session will be led by David McGrath from Link Support Services (UK) Ltd and will be run once.

Session 1: 4pm – 5.30pm, Monday 13 July 2026 or

Session 2: 9am – 10.30am, Friday 24 July 2026

Public Speaking

This lively interactive and practical session will include tips and techniques to prepare councillors to deliver effective short speeches confidently and effectively – mainly, but not exclusively, in the Council Chamber.

The sessions are open to all councillors.

The sessions will cover:

- Preparation strategies to speak at Council meetings
- Classic devices to improve the impact of public speaking
- What to say, what not to say
- Presentation techniques relating to visual impact, body language and vocal inflection and the role and impact of webcasting.

The session will be led by David McGrath from Link Support Services (UK) Ltd. It will be run twice.

Session 1: 12.30pm – 2pm, Monday 13 July 2026 or

Session 2: 9am – 10.30am, Tuesday 14 July 2026

Councillor Induction Programme 2026

Phase 4 – Councillor Development Programme

Starting in September 2026, the Councillor Development Programme will run throughout your time here at Suffolk County Council. It will enable you to build on your skills and knowledge and assist you in being a County Councillor. The Councillor Development Working Group is always keen to hear councillor's suggestions and ideas for training and development sessions, and to receive feedback on those offered and attended.

All programmes are planned to be delivered through Microsoft Teams. You can request calendar appointments for any of the sessions from Councillor Services either by email councillor.services@suffolk.gov.uk or telephone: 01473 265119. The appointment will be sent to your Suffolk County Council email address, so you can join the time and date of your preferred session.

Data and Information

This session will help you to understand that quality data is important to effective decision making both strategically and locally. Officers from the Public Health team will provide you with an introduction to the Suffolk Observatory and other online resources you may find useful. This will also be an opportunity to explore how you can use your divisional profiles which are in your induction pack and ask questions.

The session is open to all councillors.

At this session you will:

- See the information in the divisional profile in your induction pack
- See the breadth of information available on the Suffolk Observatory/Suffolk Local Insight and other useful data and information resources, and how to use them.
- Explore the Indices of Deprivation.
- Make useful contacts who can offer advice and guidance to you and your communities

The session will be led by Kit Day, Lead Analyst, Knowledge and Intelligence for Public Health, and will be run twice.

Session 1: 9am – 10.30am, Wednesday 2 September 2026 or

Session 2: 4pm – 5.30pm, Monday 19 October 2026

Councillor Induction Programme 2026

External Funding

In this session, learn about the External Funding Service that works with partner organisations on a broad range of community issues in Suffolk.

The session is open to all councillors.

You will:

- Gain an overview of the External Funding service and also non-council sources of grant funding
- See how your locality budget can be used to kick start projects and lever in further funding from other sources
- Make useful contacts who can offer advice and guidance to you and your communities

The session will be led by Jim Brown, Project Manager, External Funding and will be run twice.

Session 1: 12.30pm – 2pm, Friday 18 September 2026 or

Session 2: 9am – 10.30am, Monday 12 October 2026

Artificial Intelligence and Suffolk County Council

This session will explore the use of Artificial Intelligence (AI) by Suffolk County Council and showcase the innovations across the Council.

This session will cover:

- How is the Council using AI
- What is the future of AI in the Council
- How are we managing the associated risks

The session will be led by Kevin Taylor, IT and will be run twice.

Session 1: 4pm – 5.30pm, Friday 18 September 2026 or

Session 2: 12.30pm – 2pm, Monday 12 October 2026

To book sessions or for more information on the Induction Programme, please email councillor.services@suffolk.gov.uk or telephone: 01473 265119.