

Councillor Induction Programme 2021

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 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. Details of the terms for these payments can be found in Suffolk County Council's Constitution, Part 7, Members' Allowances Scheme on the Suffolk County Council website: <https://www.suffolk.gov.uk/the-constitution/>

You can find on pages 20-21 of this document a contents list of the training sessions by phase and date.

If you have any questions, please contact Councillor Services: Tel: 01473 265119.

Phase 1 – Getting started as a County Councillor May 2021

Welcome to Suffolk County Council – Getting Started Sessions

Welcoming you to Suffolk County Council, the getting started sessions are designed to help you meet the initial obligations of your role. Due to the ongoing pandemic, you will be required to book online an appointment to come to Endeavour House, Suffolk County Council's headquarters in Ipswich, between the 10-14 May 2021.

You can find more detail on what will happen when you attend in section 6 of this pack.

Attendance for about 1 hour over the 5 days is essential, only via a booked appointment; please do not turn up without booking. You will spend on average 15 minutes completing each item on the list.

You will:

- Sign your declaration of acceptance with the Monitoring Officer Tim Ryder
- Newly elected councillors will meet Nicola Beach, the Chief Executive
- Have your official SCC photographs for the website and any publicity taken
- Hand in the completed paperwork from your induction pack
- Talk with the IT Team about your IT preferences
- Sign up to be a member of a political group on the County Council should you wish to

Who is it for?

Obligatory for All Councillors.

Getting Started Sessions: Endeavour House, 8 Russell Road, Ipswich.

To book go to:

- 9.15am – 4pm, Monday 10 May 2021
- 9.15am – 4pm, Tuesday 11 May 2021
- 9.15am – 4pm, Wednesday 12 May 2021
- 9.15am – 4pm, Thursday 13 May 2021
- 9.15am – 4pm, Friday 14 May 2021

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All programmes will be run online in Microsoft Teams. Appointments will be sent to your Suffolk County Council email address and you can join the time and date of your preferred session. 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 **obligatory** have been agreed by the Councillor Development Working Group as necessary for all councillors to attend.

Information Security – Obligatory for all Councillors

These sessions will familiarise you with the Council's policy on information management and the obligations you as a councillor have to managing data. You will learn about:

- The Information Commissioner's Office (ICO)
- What being a Data Controller means
- Freedom of Information requests

Sessions will last for 1 hour and have been determined as **obligatory** 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.

The sessions will be led by Joanne Withey, Data Protection and Training Manager and we are running five session options.

Session 1: 2pm – 3pm, Wednesday 12 May 2021

Session 2: 10am – 11am, Thursday 13 May 2021

Session 3: 4pm – 5pm, Friday 14 May 2021

Session 4: 4pm – 5pm, Monday 17 May 2021

Session 5: 2pm – 3pm, Friday 21 May 2021

Extra date

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 Tim Ryder, 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: 2pm – 4pm, Monday 17 May 2021 or

Session 2: 10am – 12pm, Friday 21 May 2021

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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 Tim Ryder, Assistant Director Governance, Legal and Assurance and Monitoring Officer and we are offering a choice of two dates.

Session 1: 2pm – 4pm, Tuesday 18 May 2021 or
Session 2: 10am – 12pm, Thursday 20 May 2021

Who does what? And how it is financed

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 Nicola Beach, Chief Executive, Chris Bally, Deputy Chief Executive and Louise Aynsley, Chief Financial Officer (Section 151 Officer).

Session 1: 10am – 12pm, Monday 17 May 2021 or
Session 2: 2pm – 4pm, Wednesday 19 May 2021

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 Tim Ryder, Assistant Director Governance, Legal and Assurance and Monitoring Officer and will be run twice.

Session 1: 10am – 11am, Tuesday 18 May 2021 or
Session 2: 2pm – 3pm, Thursday 20 May 2021

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Equality and Inclusion – Obligatory for all Councillors

The session will develop Councillors' understanding of equalities and inclusion. It will provide an overview of the Equalities Act 2010 and the Public Sector Equality Duty, making reference to demographic and cultural awareness in Suffolk.

The Councillor Development Working Group consider attendance **obligatory** for all councillors to attend.

Key topics covered will include:

- Your responsibilities in promoting equalities and inclusion
- Duties arising from the Equalities Act 2010
- The protected characteristics (the nine groups protected under the Equalities Act)
- Equalities governance at Suffolk County Council
- Embedding equalities across SCC
- SCC equalities objectives
- The demographic and cultural picture of Suffolk
- The Council's WeAspire values
- Training requirements

The sessions will be led by Allison Coleman, Lead for Equalities and Inclusion.

Session 1: 10am – 12pm, Wednesday 19 May 2021 or

Session 2: 2pm – 4pm, Thursday 10 June 2021

In addition to the session, there is a requirement for Councillors to undertake key e-learning modules which will include Equality Essentials and Unconscious Bias.

Corporate Services

This session introduces Councillors to the work of the Corporate Services Directorate. Corporate Services supports the delivery of frontline services to the public covering communications, finance, human resources, IT, information management, democratic services, audit, legal, property, procurement, customer services and corporate policy. It also hosts the Coroners and Registrars Services.

This session will be led by Chris Bally, Deputy Chief Executive.

Session 1: 10am – 12pm, Monday 24 May 2021

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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 and industrial growth within the county, as well as recycling, transport, and public highways services.

This session will be led by Mark Ash, Executive Director of Growth, Highways and Infrastructure.

Session 1: 2pm – 4pm, Monday 24 May 2021

Children and Young People's Services

This session will introduce Councillors to the work of the Children and Young People's Services Directorate. The directorate covers areas of work such as children's social care including Children in Care, services for children with Special Educational Needs and Disabilities (SEND), early help services, education, and learning, fostering and adoption, health visiting, school nursing and youth justice.

This session will be led by Sue Cook, Executive Director of People's Services and Allan Cadzow, Corporate Director for Children and Young People.

Session 1: 10am – 12pm, Tuesday 25 May 2021

Public Health

This session will introduce Councillors to the work of the Public Health, Localities and Partnership Directorate. The team is focused on ensuring all residents, regardless of who they are and where they are from, can live long lives in good health and prosper. This is achieved by using Knowledge and intelligence to focus on need, influencing key determinants of health and wellbeing e.g., income, homes, jobs, community connections as well as commissioning services such as Drug and Alcohol, Domestic Abuse accommodation, Libraries, Health Visiting and School Nursing, Sexual Health and Lifestyle services.

This session will be led by Sue Cook, Executive Director of People's Services and Stuart Keeble, Director of Public Health.

Session 1: 2pm – 4pm, Tuesday 25 May 2021

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Fire and Public Safety

This session will introduce Councillors to the work of the Fire and Public Safety Directorate. This directorate incorporates: Suffolk Fire and Rescue Service, Trading Standards and Emergency Planning.

This session will be led by Dan Fearn, Interim Chief Fire Officer and Director of Public Safety.

Session 1: 10am – 12pm, Wednesday 26 May 2021

Adult and Community Services

This session will introduce Councillors to the work of the Adult and Community Services Directorate.

We all live in an aging society and one in which growing numbers of people are facing longer lives with complex needs in relation to their physical and mental health.

Adult and Community Services works with adults and young people approaching adulthood to support them to live independent and fulfilling lives in the manner of their choosing.

This session will be led by Sue Cook, Executive Director of People's Services and Georgia Chimbani, Director of Adult and Community Services.

Session 1: 2pm – 4pm, Wednesday 26 May 2021

Phase 2 – Committee Meetings, claiming expenses and locality budgets.

Each of these sessions is designed to provide an induction to members and substitute members of the committees and an overview to those who might be assigned to 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 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 and you can join the time and date of your preferred session.

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.

This session will include:

- Where the Committee fits within the Planning and Rights of Way systems: 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
- Procedure at the Committee, including making representations on behalf of constituents and being a member of the Committee
- Overview of planning application process including Consultation Requirements and Material Considerations
- Enforcement
- Format and content of further training

This session is delivered by James Cutting, Head of Planning, Graeme Mateer, Head of Transport Strategy, Corinne McGrath, Legal Services Manager and Andrew Woodin, Rights of Way and Access Manager and will be run once.

Session 1: 10am – 1pm, Monday 7 June 2021 and will include a 20-minute break.

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

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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 Chris Bally (Deputy Chief Executive), Tim Ryder (Monitoring Officer), Andrew Filby (Head of Corporate Finance), Peter Frost (Head of Internal Audit), Christos Constantinou (Counter-Fraud Manager), Jane Swift (Customer Experience Operations Manager) and Paul Emeny (Performance & Risk Manager) and will be run once.

Session 1: 9.30am – 12pm, Wednesday 9 June 2021

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) works 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, Business & Appeals Manager (GHI) and Drew Thompson, Lawyer, and will be run once.

Session 1: 10am – 12pm, Thursday 10 June 2021

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 fund is managed
- The funds approach to funding and investments
- The basics of the schemes benefits

This session will be delivered by Paul Finbow, Head of Pensions, and Stuart Potter, Pensions Operations Manager and will be run once.

Session 1: 10am – 12pm, Monday 14 June 2021

Scrutiny in Practice

Scrutiny has a role in promoting transparency, involvement and accountability in public sector decision making, using critical friend challenge as a positive means of improving outcomes for people using public services.

The session will be run over two 90-minute sessions with a break in between.

This scrutiny session will be useful for all councillors who wish to understand the role of scrutiny and in particular any councillors who will be sitting or substituting on any of the scrutiny committees are encouraged to attend.

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 the David McGrath from Link Support Services (UK) Ltd and will be run once.

Session 1: 10am – 11.30am and 12pm – 1.30pm, Monday 21 June 2021

Claiming Expenses

Suffolk County Council operates an online expense claiming system called Oracle Fusion. The sessions will cover how the system works and what you need to input to ensure you 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 Tim Jermyn, HR Operations Manager and will be run 5 times.

Session 1: 2pm – 3pm, Friday 11 June 2021 or

Session 2: 2pm – 3pm, Monday 14 June 2021 or

Session 3: 2pm – 3pm, Wednesday 16 June 2021 or

Session 4: 2pm – 3pm, Thursday 17 June 2021 or

Session 5: 10am – 11am, Friday 18 June 2021 or

Social Media

Over the last year, during the COVID-19 pandemic, the importance of social media in keeping people connected has been clear for all to see. 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 it takes to run a successful social media channel
- Channel security and safe social media
- Why social media sometimes goes bad

The sessions will be delivered by Matt Woor, Senior Communications Officer (Social Media, Digital and Analytics) and will be run twice.

Session 1: 10am – 12pm, Wednesday 16 June 2021 or

Session 2: 2pm – 4pm, Monday 26 July 2021

Locality Budget Webinar

These sessions will give you an overview of the process for spending your locality budget. Each Councillor is allocated £8,000 per financial year to spend on projects within the community they represent.

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

Session 1: 2pm – 3.30pm, Wednesday 9 June 2021 or

Session 2: 10am – 11.30am, Thursday 17 June 2021

Chairing Committee Meetings

This interactive course will arm you with the hints and tips for chairing meetings.

The session is open to all councillors.

At this session you will learn:

- The purpose and role of the Committee Chairman
- Effective preparation strategies
- Managing image and reputation
- The effective meeting start strategy
- Managing participants, recommendations, and votes

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

Session 1: 2pm – 3.30pm, Friday 18 June 2021 or

Session 2: 10am – 11.30am, Monday 5 July 2021

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 **obligatory** 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 and you can join the time and date of your preferred session.

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Corporate Parenting – Obligatory for all Councillors

As a Councillor you are legally a Corporate Parent to children in care. It is the responsibility of every councillor to ensure the Council is meeting its duties towards children in care and care leavers.

This session will help you to understand your responsibilities and will cover:

- The role of a Corporate Parent
- Why children come into care
- What is the Corporate Parenting Panel
- What does Permanence mean

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

The session will be led by Walter McCulloch, Assistant Director – Children’s Social Care, and Cliff James, Head of Corporate Parenting, and will run twice.

Session 1: 3pm – 5pm, Monday 5 July 2021

Session 2: 10am – 12pm, Monday 12 July 2021

Safeguarding for Councillors – Obligatory 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 **Obligatory** 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 Allison Hassey, Head of Safeguarding and Reviewing Officer Service, Children and Young People’s Services and Paula Youell, Head of Adult Safeguarding Service, Adult and Community Services.

Session 1: 10am – 12pm, Tuesday 6 July 2021 or

Session 2: 2pm – 4pm, Monday 12 July 2021

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Health and Safety for Councillors – Obligatory 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 **Obligatory** 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: 2pm – 4pm, Tuesday 6 July 2021 or

Session 2: 10am – 12pm, Thursday 22 July 2021

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 the Customer Rights Team and will be run twice.

Session 1: 10am – 12pm, Friday 9 July 2021 or

Session 2: 2pm – 4pm, Thursday 22 July 2021

Working with the media in Suffolk

Working with the media is important for all councillors, so these sessions are designed to give you a good understanding of the media landscape in Suffolk 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.

You will learn how to:

- Engage with the media effectively
- Understand what is most (and least) likely to interest journalists
- Meet key Suffolk journalists
- Avoid common pitfalls.

The session will be led by Andrew St Ledger, Head of Communications and Media, and will be run twice.

Session 1: 2pm – 4pm, Friday 9 July 2021 or

Session 2: 10am – 12pm, Monday 26 July 2021

Local Highways Budget (LHB)

All councillors receive a 'Local Highways Budget' (LHB) to spend on minor highways schemes within their communities. This session is designed to detail the process for accessing these funds and give you advice and guidance on how this money could be spent. You will also have the opportunity to meet some of the LHB team and have an opportunity to ask questions.

The sessions will be led by John Clements, Head of Operational Highways, and the Local Highways Budget team leader, and will be run twice.

Session 1: 10am – 11.30am, Friday 23 July 2021 and

Session 2: 2pm – 3.30pm, Wednesday 28 July 2021

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Public Speaking

Learning the keys to good public speaking at these sessions which will cover both in person meetings and virtual meetings.

The sessions are open to all councillors.

The sessions will cover:

- Preparation tips for the traditional and online environment
- Formulating a short speech - template
- Classic devices to amplify impact
- Delivery tips

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

Session 1: 10am – 11.30am, Wednesday 28 July 2021 or

Session 2: 2pm – 3.30pm, Monday 11 October 2021

Phase 4 – Councillor Development Programme

Starting in September 2021, 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. Appointments will be sent to your Suffolk County Council email address and you can join the time and date of your preferred session.

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

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

Session 1: 10am – 12pm, Tuesday 7 September 2021 or

Session 2: 2pm – 4pm, Wednesday 10 November 2021

External Funding

In this session, hear from external funding officers about the type of support and advice they can provide.

The session is open to all councillors.

You will:

- Learn about the range of funding pots available across the county
- 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 run by Paul Henry, External Funding Specialist, and Jim Brown, External Funding Specialist, and will be run twice.

Session 1: 2pm – 3pm, Tuesday 7 September 2021 or

Session 2: 10am – 11am, Wednesday 10 November 2021

Questioning and Listening Skills

Explore how good questioning and listening skills can assist you in your role as councillor both within the formal committees of the Council and in all communications you have.

Objectives for the session include:

- Tips for effective listening in a traditional and online environment
- Types of questions and when to deploy
- The four-step questioning plan to probe information and produce potential recommendations

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

Session 1: 10am – 11.30am, Monday 11 October 2021

Further Development Opportunities

E- learning Modules

Online courses are accessible under the “Learn” tile on MySCC (the Council’s intranet) which links into Oracle Fusion Learning. As part of this offering, there are many e-learning courses available of which several are useful to councillors.

To access the e-learning from the homepage of MySCC click the green ‘Learn’ tile and then the link under the ‘Welcome’ picture on the next page. From here you can access all the e-learning available.

The following topics are considered to be of particular interest to councillors:

- **Keeping Information Safe (our information, our responsibilities)** – essential training that covers what you need to know about information security, handling personal data and information management at Suffolk County Council.
- **Introduction to IT Security** – gives you an understanding of the key IT policies and procedures which you will need to adhere to and is Mandatory for all network users.
- **Storing, processing and transmitting information** – covers information and IT security in SCC.
- **Essential Information Management** – what information management is and the best practice that should be followed.
- **Equality Essentials** – an introduction to the topics of equality and diversity.
- **Introduction to Health and Safety** – a good overview of Health and Safety practice.
- **Setting up your Computer Workstation** – Learn how to set up your computer workstation so it minimises the risks of aches and pains.
- **Safeguarding Awareness** – a basic understanding of what safeguarding is, as well as what to do if you have concerns about a child or adult at risk.
- **Driving Safely** – what should you consider if you are required to drive in your role.

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

Councillor Induction Programme 2021

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May 2021 – Phase 1

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Information Security – Obligatory	2pm, Wednesday 12 May 2021
Information Security – Obligatory	10am, Thursday 13 May 2021
Information Security – Obligatory	4pm, Friday 14 May 2021
Who does what? And how it is financed	10am, Monday 17 May 2021
Understanding the Council's Decision-Making Process	2pm, Monday 17 May 2021
Information Security – Obligatory	4pm, Monday 17 May 2021
County Council Meetings	10am, Tuesday 18 May 2021
Committees of the Council	2pm, Tuesday 18 May 2021
Equalities and Inclusion – Obligatory	10am, Wednesday 19 May 2021
Who does what? And how is it financed	2pm, Wednesday 19 May 2021
Committees of the Council	10am, Thursday 20 May 2021
County Council Meetings	2pm, Thursday 20 May 2021
Understanding the Council's Decision-Making Process	10am, Friday 21 May 2021
Information Security – Obligatory	2pm, Friday 21 May 2021
Corporate Services	10am, Monday 24 May 2021
Growth, Highways, and Infrastructure	2pm, Monday 24 May 2021
Children and Young People's Services	10am, Tuesday 25 May 2021
Public Health	2pm, Tuesday 25 May 2021
Fire and Public Safety	10am, Wednesday 26 May 2021
Adult and Community Services	2pm, Wednesday 26 May 2021

June 2021 – Phase 2

Development and Regulation Committee	10am, Monday 7 June 2021
Audit Committee	9.30am, Wednesday 9 June 2021
Locality Budgets Webinar	2pm, Wednesday 9 June 2021
Education Transport Appeals Committee	10am, Thursday 10 June 2021
Equality and Inclusion – Obligatory	2pm, Thursday 10 June 2021
Claiming Expenses	2pm, Friday 11 June 2021
Pension Fund Committee/Pension Board	10am, Monday 14 June 2021
Claiming Expenses	2pm, Monday 14 June 2021
Social Media	10am, Wednesday 16 June 2021
Claiming Expenses	2pm, Wednesday 16 June 2021
Locality Budgets Webinar	10am, Thursday 17 June 2021
Claiming Expenses	2pm, Thursday 17 June 2021
Claiming Expenses	10am, Friday 18 June 2021
Chairing Committee Meetings	2pm, Friday 18 June 2021
Scrutiny in Practice	10am, Monday 21 June 2021

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July 2021 – Phase 3

Chairing Committee Meetings	10am, Monday 5 July 2021
Corporate Parenting – Obligatory	3pm, Monday 5 July 2021
Safeguarding for Councillors – Obligatory	10am, Tuesday 6 July 2021
Health and Safety for Councillors – Obligatory	2pm, Tuesday 6 July 2021
Working with Constituents	10am, Friday 9 July 2021
Working with the Media in Suffolk	2pm, Friday 9 July 2021
Corporate Parenting – Obligatory	10am, Monday 12 July 2021
Safeguarding for Councillors – Obligatory	2pm, Monday 12 July 2021
Health and Safety for Councillors – Obligatory	10am, Thursday 22 July 2021
Working with Constituents	2pm, Thursday 22 July 2021
Local Highways Budget (LHB)	10am, Friday 23 July 2021
Working with the Media in Suffolk	10am, Monday 26 July 2021
Social Media	2pm, Monday 26 July 2021
Public Speaking	10am, Wednesday 28 July 2021
Local Highways Budget (LHB)	2pm, Wednesday 28 July 2021

September 2021 – Phase 4

Data and Information	10am, Tuesday 7 September 2021
External Funding	2pm, Tuesday 7 September 2021

October 2021 – Phase 4

Questioning and Listening Skills	10am, Monday 11 October 2021
Public Speaking	2pm, Monday 11 October 2021

November 2021 – Phase 4

External Funding	10am, Wednesday 10 November 2021
Data and Information	2pm, Wednesday 10 November 2021