“As democratically elected local representatives, councillors have a unique and privileged position – and the potential to make a real difference to people’s lives.”

Denise Le Gal, Surrey County Council Cabinet Member for Business Services and Resident Experience
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For more information about Surrey County Council’s current performance, you can access our 2015/16 Annual Report [here](#).  

If you would like a copy of this booklet in another format, eg large print or braille, or another language please either call 020 8541 9122, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 9698, fax 020 8541 9009, or email rachel.basham@surreycc.gov.uk
1. The County Councillor’s Role

Surrey County Council’s county councillors are passionate about serving their residents and improving services for local communities. The role of a councillor is varied and wide-ranging. It encompasses decision making, representing the views of constituents, developing policy, dealing with casework, and working in partnership with stakeholders and local organisations. If you are elected in May 2017 you will become one of the 81 councillors performing these roles at Surrey County Council.

The county council is the ultimate decision-making body. It agrees the council’s strategic and policy directions, and sets the capital and revenue budgets each year. It also decides each year’s level of council tax.

Surrey’s governance arrangements consist of a Leader and Cabinet executive model. The council’s appointed Leader holds all the council’s executive functions under their personal control and decides whether to exercise some or all of these personally, or discharge them by cabinet members or council officers.

Much of a councillor’s work is done through formal committee meetings, which are politically balanced to reflect the relative ratios of different political groups on the council. Councillors may also spend time representing the council on outside organisations, such as school governing bodies, youth projects, arts and community organisations, charities and trusts.

County councillors are required to fulfil the county council’s legal duty to act as a ‘corporate parent’ for every child and young person who is looked after by the council. Their role is to ensure that every child and young person in their care is provided with opportunities so that they can reach their full potential.

Being a councillor is demanding but rewarding. The great majority of Surrey councillors seek re-election, wishing to continue supporting and improving outcomes for the residents they represent.

2. The County Council

Surrey County Council is the fifth largest local authority in the county, serving a population of more than 1.2 million residents. The council’s wide range of essential public services are provided by 23,000 staff, making us the county’s leading employer.

A recent food waste campaign has boosted food waste recycling by 20%.
In 2015 there was a 5% increase in library borrowing, in contrast to a 5% drop in the national average.

Our customers are Surrey residents; virtually every one of them uses one or more of our services every day. These include major public services such as schools, roads, the fire services, social services and libraries. More local services, such as housing, local planning and environmental health, are run by the eleven district and borough councils in Surrey.

Surrey’s economy is one of the most successful outside central London, and the county is generally prosperous, with high standards of living and low levels of unemployment. Surrey is a county of contrasts, covering a range of urban and rural areas. Surrey borders five London Boroughs and also has many historic towns and picturesque villages, as well as attractive countryside and an area of Outstanding Natural Beauty.

The county council has services based in sites throughout Surrey, and the main administrative headquarters is situated at County Hall in Kingston-upon-Thames.

**Life as a County Councillor**

The excerpts below have been written by current county councillors and set out some real experiences of the roles you may have once you have been elected:

**A county councillor** “Once elected there are all those retraining factors. You are new and don’t know much. Of course your job is made somewhat easier by IT support and an excellent award winning SCC Contact Centre to which, as a member, you have direct access. And quite rightly for, as the representative of your community, you need to have more assured and swifter access to officers and decision makers.”

**A cabinet member** “Although each cabinet member has a specific role, all of us need to bear in mind the overall strategic direction of the county council. This makes things varied and dynamic. It’s fun to have sight of the bigger picture.”

**A member of an opposition group** “Surrey County Council follows the strong leader model, where most of us are backbenchers, which some believe gives us little influence. But that’s not the whole picture.

My role is vital, as robust challenge to the administration’s strategies and policies is necessary to ensure both fairness to all sectors of our public and best use of council taxpayers’ money. If you have a good point to make, and a persuasive nature, you can make a difference to an intended outcome.”

**A member of the majority political group** “All members of the group, including backbenchers, are engaged in the process of setting policy – the leadership and cabinet members need to test their ideas with the whole group before coming to a final decision on policy direction.”

In 2014, Surrey’s economy was worth £37.5 billion.
A local committee member “You are automatically a member of your SCC local committee, which takes many key financial and policy decisions about the highways work and the youth provision in your borough or district area. That’s influence, that’s making a difference.”

As a community leader “As the elected member for your Division, you are the main man or woman. Your residents come to you for support and solutions. Council officers seek your opinion and tell you about key issues affecting your area. It can be challenging when your own division is affected by an issue and you are at odds with the group view. The residents in your division may not always appreciate that, although issues around highways and the environment are important, the bulk of the county council’s spend is on Adults and Children’s Services. However, you have a Member’s Fund of over £10,000 to allocate to local organizations and charities.”

“In the end, making a difference in your community comes down to you. Do you have the time, energy, inter-personal and time-management skills, staying power and local back up – family as well as political – to do the job? Can you cope with the setbacks, the (occasional) local criticisms of your efforts as well as the late night calls for help? If so, give it a go.

I did, and I don’t for one moment regret that decision.”

3. The Role of Political Parties

Many councillors are members of a political party. A political group consists of two or more councillors, who will join together at the county council and meet regularly to agree a common line to take on issues.

If you are considering standing as a candidate for a particular political party, you should first get in touch with that party’s local organisation. You can visit the party’s national website to get information about their organisations in your area.

The national parties currently represented on the council are, in alphabetical order:

Conservatives www.conservatives.com
Labour www.labour.org.uk
Surrey Opposition Forum www.libdems.org.uk www.greenparty.org.uk (consisting of former Liberal Democrat and Green councillors)
UK Independence Party www.ukip.org

You can find links to many other political parties online at the Register of Political Parties here
4. Independent Councillors

Independent councillors may also form a political group, although they may not come from the same political party or even be committed to working together.

The Independent and Residents Association councillors currently form a group at the county council. For further information, visit the Local Government Association (LGA) Independent Group website:
http://www.lgaindependent.local.gov.uk/

If you are thinking of standing for the county council as an independent candidate, your local district or borough Council’s Electoral Registration Officer can advise you about what you’ll need to do to get your name on the ballot.

You can search for your local Electoral Registration Office online.

5. The Structure of the County Council

Local Authorities in England

Local authorities in the UK vary in their type and function. Some are ‘unitary authorities’ so have responsibility for all local government services in their area. In ‘two-tier areas’ district and borough councils and county councils work together in partnership, as Surrey County Council does with its eleven district and borough councils. Surrey also has a number of town and parish councils, which cover small areas of civil administration.

County councils are elected on an all-out basis every four years, while other authorities may elect their councillors in segments.

Surrey has set up a £1.5m ‘save haven’ scheme to transform mental health crisis services

Being aware of the services provided by the council and which are provided by other public bodies can aid constituents in cutting through what can sometimes seem like a maze. Some services are statutory, so authorities are required to provide them, whilst others are discretionary.

Surrey County Council does not work in isolation but has strong partnerships with other bodies both statutory and voluntary.

Surrey County Council’s seven directorates are:

- Adult Social Care and Public Health
In 2015-16 the Council identified efficiency savings of £67 million

The Three Southern Counties Devolution bid, in partnership with East and West Sussex County Councils and the area’s districts and boroughs, was submitted in September 2015

The diagrams below and overleaf explain the council's financial position.

Day to day income (revenue)

<table>
<thead>
<tr>
<th>Where money from revenue comes from</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council tax (pdf)</td>
<td>627m</td>
</tr>
<tr>
<td>School grants (pdf)</td>
<td>458m</td>
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<tr>
<td>Government grants (pdf)</td>
<td>382m</td>
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<td>Fees and charges (pdf)</td>
<td>89m</td>
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<tr>
<td>Other income (pdf)</td>
<td>60m</td>
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<tr>
<td>Business rates (pdf)</td>
<td>45m</td>
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<tr>
<td>Reserves (pdf)</td>
<td>25m</td>
</tr>
<tr>
<td>Total</td>
<td>1686m</td>
</tr>
</tbody>
</table>
### Day to day spending (revenue)

Where money from revenue is spent

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools and learning</td>
<td>£893m</td>
</tr>
<tr>
<td>Delegated schools (pdf)</td>
<td>£458m</td>
</tr>
<tr>
<td>Schools and SEND (pdf)</td>
<td>£171m</td>
</tr>
<tr>
<td>Commissioning and prevention (pdf)</td>
<td>£61m</td>
</tr>
<tr>
<td>Cultural services - adult and community learning (pdf)</td>
<td>£3m</td>
</tr>
<tr>
<td>Social care and health</td>
<td>£574m</td>
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<tr>
<td>Business and consumers</td>
<td>£109m</td>
</tr>
<tr>
<td>People, community and culture</td>
<td>£105m</td>
</tr>
<tr>
<td>Roads and transport</td>
<td>£74m</td>
</tr>
<tr>
<td>Your council</td>
<td>£88m</td>
</tr>
<tr>
<td>Environment, housing and planning</td>
<td>£64m</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£1686m</strong></td>
</tr>
</tbody>
</table>

### Long term assets (capital)

Where money from capital comes from

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government grants (pdf)</td>
<td>£129m</td>
</tr>
<tr>
<td>Borrowing (pdf)</td>
<td>£53m</td>
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<tr>
<td>Revenue and capital reserves (pdf)</td>
<td>£8m</td>
</tr>
<tr>
<td>Third party contributions (pdf)</td>
<td>£4m</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£194m</strong></td>
</tr>
</tbody>
</table>

Where money from capital is spent

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools and learning</td>
<td>£77m</td>
</tr>
<tr>
<td>Delegated schools (pdf)</td>
<td>£77m</td>
</tr>
<tr>
<td>Business and consumers</td>
<td>£52m</td>
</tr>
<tr>
<td>Roads and transport</td>
<td>£58m</td>
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<tr>
<td>People, community and culture</td>
<td>£2m</td>
</tr>
<tr>
<td>Environment, housing and planning</td>
<td>£3m</td>
</tr>
<tr>
<td>Social care and health</td>
<td>£2.3m</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£194m</strong></td>
</tr>
</tbody>
</table>
The council also spends money on long term items like purchasing or building assets (capital). Above is our capital spending programme for 2016/17, £194m. Over the period 2016 – 2021 the council intends to spend £638m.

**How decisions are made**

Council decision making can often seem complicated to the public, but is aimed at running business in an open way. Some decisions are taken by officers under delegated powers. You are welcome to attend cabinet, council and committee meetings, or access a webcast of them on our website.

**The Council**

On six Tuesdays a year all elected members of the council formally meet. Additional meetings can be held to consider specific issues. The first council meeting after the 2017 elections will be the annual meeting on 23 May 2017, at which appointments will be made to various roles and committees.

The council as a whole sets the annual budget and taxes, approves the main council strategies and plans, and reviews and agrees the council’s constitution. Questions can also be asked of office-holders including the Leader of the council, cabinet members, and committee chairmen.

Council staff in Democratic Services will be able to advise you about arrangements and deadlines for agenda items. The rules of the meeting are set out in the Standing Orders contained in the Constitution.

**The Council’s Constitution.**

The council has a Constitution that sets out how the council operates, how decisions are made and the procedures that are followed to ensure that these are efficient, transparent, and accountable. The Constitution includes codes of conduct for councillors.

**The Cabinet**

The Cabinet meets monthly to take decisions about the running of services, within the framework of the constitution and the plans agreed by the council as a whole.

The Cabinet is responsible for all executive decisions, and the Leader determines which decisions are delegated to the Deputy Leader and individual cabinet members (as set out in the council’s constitution).

**Scrutiny**
Councillors who are not on the cabinet can serve on the county council’s scrutiny boards, which are intended to hold local decision makers, including the Council and Cabinet, to account. There is one overarching scrutiny committee, the Council Overview Board, and five further scrutiny boards focused on scrutinising particular service areas. These boards, or task groups they appoint, review service delivery, monitor performance and budget spend, and assess the impact of decisions. Scrutiny boards can co-opt representatives from other sectors.

If you are elected, you will need to think about which services interest you most, so that you can express a preference for joining a particular board.

**Local Committees**

Councillors have to balance the strategic needs of the county with the needs of local communities.

Each county councillor serves alongside district and borough council members on one of Surrey’s eleven local committees (based in each of the eleven districts and boroughs). These committees enable councillors to reach into the communities they represent, make links across organisational boundaries, and bring county services closer to local people.

The eleven local committees have delegated decision-making powers on local decisions and budgets. The functions of local committees include monitoring performance and making recommendations to improve services such as highways and transport. Local committees also fund local initiatives, and aim to enable partner organisations (including the Police, NHS Surrey, and local agencies/groups) to work more collaboratively at a local level.

Some of Surrey’s districts and boroughs are progressing partnership working further and establishing joint committees, which are delegated all functions and budgets related to their district or borough.

**Other Committees**

Some of the Council’s functions are outside the remit of the cabinet and are dealt with by non-executive committees, known as regulatory committees. These are either responsible for some form of regulation or for staffing matters.

Additionally, the Police and Crime Panel is responsible for scrutinising Surrey’s Police and Crime Commissioner, promoting openness in the transaction of police business. This is a joint committee hosted by Surrey County Council, and consists of one councillor from the county council, one councillor from each district and borough, and two co-opted independent members. The panel examines decisions and actions taken by Surrey’s Police and

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The use of restorative justice by our Youth Support Service has resulted in a 95% drop in criminal records.
Crime Commissioner, ensuring information is available for the public and informally resolving non-criminal complaints about the conduct of the Commissioner and Deputy.

There are other activities that councillors may have an opportunity to get involved in, including schools appeals panels and the Pension Fund Committee.

Access to information

Papers for forthcoming meetings must be made available in advance. The Cabinet Forward Plan details all key decisions to be taken by the Cabinet and Cabinet members in the next 28 days, as well as an indicative programme of decisions for the following months. It can be found online here.

6. Ethics and Standards

The way councillors act in office, particularly over matters where they have personal or prejudicial interests, is governed by both the law and by a code of conduct. This is set out in the Constitution.

7. Support from officers

Councillors can request information and advice from officers of the council. You are likely to have a lot of contact with the following teams:

Democratic Services

This team supports the meetings of the Cabinet, the Council and its committees. They are generally responsible for the smooth operation of the democratic processes of the council.

The Democratic Services team can help you with queries about rules and procedures, and the drafting of any resolutions, amendments and questions you may wish to put at meetings. They provide specific support to the Leader, Cabinet Members, the Chairman of the Council, and the Chief Executive.

The Business Support team in Democratic Services can provide:

- A first point of contact when you are unsure who to contact or where to look for information
- Advice on your training and development needs, booking courses and conferences
- Stationary and other resources
- Information about Member facilities
Each political group at the county council that numbers more than a tenth of the total council membership is supported by a Political Assistant. Their duties include ensuring effective communication within the political group, and arranging briefings on topics of national and local interest. Political assistants are exempt from political neutrality, and the posts are filled according to the wishes of the political group in question.

**Community Partnerships Team**

The Community Partnerships Team helps to strengthen local democracy. It helps residents to have influence over what happens in their towns and villages.

The team has a Community Partnership and Committee Officer, employed by the county council located in each Surrey borough and district with further administrative support based in Quadrant Court, Woking and Consort House, Redhill.

The main role of the team is to:

- Manage local committees in a way that residents and businesses feel more involved in the decisions made about their local area
- Provide support to the county councillors in their role as leaders in their communities
- Support partnership working between county council services, borough/district Councils, other public and third sector organisations and communities to make residents feel safer and help improve the delivery of services
- Use social media to improve engagement with residents and businesses
- Provide advice to communities on sources of local funding
- Support communities to become more resilient

**Training and Development**

Before the 2017 election, there will be an event held for prospective councillors. This will explore what you can expect if you are elected, covering areas such as the induction process, support you will receive, and training opportunities. It will be held on Monday 20 February 2017 at County Hall, Kingston.

After the elections there will be an induction programme for new and returning Members. This will include briefings, training sessions, and opportunities to interact with other councillors and council officers.

- Monday 8 May 2017, County Hall in Kingston
- Monday 15 May 2017, County Hall in Kingston
- Monday 22 May 2017, County Hall in Kingston
The county council has agreed a Member Development Strategy which ensures a training and development programme is in place throughout the four-year term of the council. The implementation of this strategy is overseen by a cross-party Member Development Steering Group. Surrey County Council was awarded South East Employers Elected Member Development Charter status in 2011, which was renewed in 2015.

Some training courses are compulsory for councillors, such as specific committee training. Other training is discretionary and dependent on your role. There is an expectation that councillors will take responsibility for their development and attend opportunities designed to equip them with the necessary skills to be effective in their role. In addition to internal and external courses, there is a programme of internal seminars for councillors. Democratic Services publishes regular Member Development newsletters advertising training opportunities.

Buddying

Every new member will be offered a designated senior officer ‘buddy’ to support them in the first few months of the new council.

Additional Requirements

The LGA’s online guide ‘Be A Councillor: a guide for disabled people’ (which can be accessed online here) includes information about access guidance for disabled people who wish to become Councillors.

If you would like to discuss your requirements with a member of the Democratic Services team, please use the contact details below.

We hope this booklet has given you an overview of the way the council operates and what being a county councillor involves. If you require any further information, please contact the following officers, who can be found at: Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey, KT1 2DN

Katie Booth
Democratic Services Lead Manager
020 8541 7197
email: katieb@surreycc.gov.uk

Rachel Basham
Senior Manager – Leadership and Member Support
020 8541 9133 or 07976 494 274
Email: rachel.basham@surreycc.gov.uk

Further reading:

You may be interested in finding some more general information about becoming a councillor in England. Visit www.beacouncillor.org.uk to read the LGA’s step-by-step guide.
COUNTY COUNCIL ELECTIONS
2017
BASIC INFORMATION AND FAQS FOR PROSPECTIVE CANDIDATES

ELECTIONS

Who can stand for election as a Surrey county councillor?

You must:
1. be a British subject, or a citizen of the Commonwealth or the European Union
2. be 18 years of age or over by the date of the election
3. be a local government elector for the county of Surrey; or have occupied, as owner or tenant, any land or other premises in the county for the whole of the previous 12 months; or have had your principal or only place of work in the county during the whole of the previous 12 months.

You cannot stand for election if you:
1. are the subject of a bankruptcy restriction order or interim order
2. have, within five years before the day of the election, been convicted in the United Kingdom of any offence and have had a sentence of imprisonment (whether suspended or not) for a period of over three months without the option of a fine
3. work for Surrey County Council (but you can work for other local authorities that represent the same area)

When is the election?

Thursday 4 May 2017

How long is the term of office?

Four years – the next county council election will be in 2021.

When is the latest date for the delivery of nomination papers?

16:00 on Tuesday 4 April 2017.

Notice of Election will be posted on or before Monday 27 March 2017

Notice of Poll will be posted on or before Tuesday 25 April 2017

How do I apply when a vacancy occurs?

Complete a nomination paper available from your local district council office as soon as the Notice of Election is published.
Nomination papers must include:
1. the candidate’s full name and address
2. the signature of a proposer and seconder (subscribers) and eight other electors supporting the nomination (assenters). All must be registered and eligible to vote at the election within the division for which the nomination is submitted.

**Do I need a deposit?**

No, not for local government elections.

**What is an agent and do I need one?**

Candidates normally appoint an agent to act on their behalf. Election agents receive all correspondence and notices from the Council, are entitled to attend the opening of postal votes, polling stations and the counting of votes. Agents must make an expenses return to the local authority within the specified period.

Counting agents attend the counting of votes to oversee the counting process.

It is not necessary to appoint an agent; candidates may act as their own agent.

**How much can I spend on campaigning?**

Each candidate may spend no more than the sum calculated by the following formula: £740 + 6.0p per elector in the ward registered to vote on the last day for publication of the notice of election in the ward which you are standing for.

Details of expenses must be submitted to the Authority within 35 days after the declaration of the result of the election. Guidance on spending and donations can be accessed on the Electoral Commission’s website: www.electoralcommission.org.uk.

**BEING A COUNTY COUNCILLOR**

The answers given here refer to the current conditions for councillors. Certain arrangements may change for the new council.

**Why should I become a councillor?**

There are many reasons why people decide to become a councillor. The National Census of Local Authority Councillors in England 2013 found that:

- 90% of respondents wanted to ‘serve the community’
- 58.7% of respondents did so ‘to change things’
- 54.4% of respondents cited ‘political beliefs’

**How much time is involved in being a councillor?**
The amount of time our councillors spend on council/political business varies depending on their role in the council and duties they decide to take on. Our survey of Surrey County Councillors in October - November 2012 found that respondents spent an average of 26.2 hours per week on council/political business. A majority of councillors’ time was spent engaging with constituents, conducting surgeries, answering enquiries and meeting residents’ groups. Attending council meetings or committees accounted for an average of 10 hours of the week.

Issues you need to consider in taking your decision are:

- How your role as a councillor might impact on any family and personal relationships – you will need their support and understanding as you may be spending a lot of your spare time on council business.
- The amount of post, emails and telephone calls you are likely to receive from the people you represent. The people you represent will expect you to deal with their problems, whether or not they fall strictly within the county council’s remit. Not all of these will be received at reasonable times!
- The need to hold surgeries, visit constituents at their home or at the council buildings, as well as finding time to meet with officers from the council to help you with any issues.
- That you will need to attend County Council meetings seven times a year.
- That there are other formal meetings that you might be required to attend. Nearly all meetings are held in the day, so if you have a job, you will need an understanding employer.
- That county councillors often represent the county council on outside bodies, or sit as school governors.
- That, as for most of the meetings you attend there will be papers that you will need to read beforehand, this will increase your time commitment.
- That if you are elected as a chairman or appointed to the Cabinet, the role can be very demanding.
- That, if you are a member of a political party there will be additional calls on your time to attend political group meetings.

**Will I get time off work?**

If you are in employment you will need to have time off for your council duties and will need to discuss this with your employer.

Employers are required to provide reasonable time off for public duties. This means that councillors, school governors, magistrates and other public service representatives are entitled to take some time off from work. For councillors, this should allow them time to attend formal meetings of the council, including committees and task groups and other approved duties. In deciding how much time is reasonable, the employer can have regard to how much time off is required to enable the employee to carry out their public duties and also the effect on the business of allowing the time off. There is no legal requirement for an employer to pay a councillor for the time they take off for public duties.
The amount of time off you will need will vary according to your role on the council but you might anticipate that this could be about 18 days a year. If you can get you can get your time off converted into hours, the added flexibility this gives you is better than taking a full day off. You should give as much notice as you can to your employer of future council commitments. A list of dates for forthcoming meetings is published each year.

**Will I have my own PA/support assistant?**

No. PA support is provided to the Leader and Deputy Leader of the Council, Chairman of the Council and Cabinet Members only. Members are entitled to request some administrative help from business support staff in Democratic Services.

**Will I have my own office at County Hall?**

No, although offices are provided for holders of certain positions. Each political group has its own office and group room, equipped with telephones, computers and printers.

The council provides its Members with IT equipment to access the internet and email. Councillors will be expected to use this equipment to carry out their council business and will be offered initial and follow-up training in using the council’s systems. Technical support is also available from the council’s staff. All Councillors will be required to use a Council e-mail address.

**What expenses am I entitled to claim?**

Each year you will receive a basic allowance (currently £12,442.80), paid in monthly instalments. This is to cover your constituency duties; correspondence; attendance at meetings of the County Council, committees and other authorised meetings; attendance at seminars and conferences, outside bodies and Parish Council meetings.

Certain ‘approved duties’ are eligible for travel and/or subsistence allowances.

Some Members also receive a Special Responsibility Allowance in recognition of particular duties they undertake, for example, membership of the Cabinet or committee chairmanships. This is something that each Council considers and decides on annually.

A summary of the current allowances is available in Annex 4.
## Annex 2

### KNOW YOUR SERVICES

#### Who does what?

<table>
<thead>
<tr>
<th></th>
<th>County Councils</th>
<th>District/Borough Councils</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Regulations</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Council Tax Collection</td>
<td></td>
<td>X</td>
</tr>
<tr>
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<tr>
<td>Fire &amp; Rescue</td>
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<tr>
<td>Highways</td>
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<tr>
<td>Housing</td>
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<tr>
<td>Leisure &amp; Recreation</td>
<td></td>
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<tr>
<td>Libraries</td>
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<tr>
<td>Passenger Transport</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Planning Applications</td>
<td></td>
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<tr>
<td>Social Services</td>
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<tr>
<td>Strategic Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation Planning</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Trading Standards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste Collection</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Waste Disposal</td>
<td></td>
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</tr>
</tbody>
</table>
Annex 3

County Councillor Role Profile

Purpose of County Councillors
- To listen to people in Surrey and represent their views.
- To represent effectively the needs and interests of the division for which the councillor was elected.
- To promote County Council engagement with all citizens and groups, and ensure that there are opportunities for the views of under-represented groups to be heard.
- To be an active community leader and promote social, economic and environmental well-being and sustainability.
- To support access to County Council services:
  - Ensuring good communication between the Council and its customers
  - Trouble-shooting when things go wrong and ensuring that complaints are properly dealt with
  - Mediating fairly and constructively between people with conflicting needs.
- To contribute actively to decision-making on the Council’s policies, plans and budgets, and to continuously review and improve Council services and performance.
- To promote continuous improvement in service delivery by monitoring, identifying shortfalls and encouraging appropriate action.
- To engage constructively with officers in delivering Council objectives.
- To build collaborative working relationships with local partners, including the Police.

Specific Tasks
- To deal with enquiries and case work on behalf of constituents, representing their interests or enabling them to take action themselves as appropriate.
- To participate fully in the work of the full Council, local committee and any other committee to which appointed.
- To develop knowledge of relevant specialist work areas as well as a wider general understanding of other strategic and corporate issues.
- To liaise with Cabinet Members, other council Members, council officers and partner organisations to ensure that the needs of the local communities are identified, understood and supported, and agreed local actions are carried out.
- To identify individual learning and development needs and participate fully in training opportunities provided.
- To be actively involved with local organisations in order to keep up-to-date with local concerns.
- To act as the County Council’s representative and advocate on any outside bodies and joint organisations to which appointed, ensuring effective two-way communication.
- To use local allocations to support local initiatives.
- To make recommendations for the appointment of local authority school governors, identifying candidates with the skills and
experience to support the work of the school and a commitment to, and an interest in, education.

- To fulfil the responsibilities as 'corporate parent' of Looked After Children, accepting responsibility for children in the Council’s care, making their needs a priority and seeking for them the same outcomes any good parent would want for their own children.

**Personal Attributes**

- Committed to the role and public service
- Professional – acts in keeping with the responsibilities of the role and upholds the Council’s Code of Conduct, Constitution and ethical standards
- Committed to and demonstrates the County Council’s Values:
  - Responsibility
  - Listen
  - Trust
  - Respect
- Open-minded
- Creative
- Committed to representing own local community
- Represents all constituents equally and without prejudice
- Thinks Surrey-wide, taking into account local needs
- Committed to equal opportunities and values diversity
- Works in partnership
- Recognises the political dimension
- Seeks continuous personal development
- Patient
- Respects and maintains confidentiality
- Is an advocate of the County Council
- Supports transparency in decision-making processes
- Approachable, empathetic and understanding
- Encourages trust
- Manages workload effectively
- Makes clear decisions

**Skills/Knowledge**

- Good communication skills:
  - Concise
  - Confident public speaking
  - Effective listening
- Confident use of ICT, and a willingness to further develop skills and knowledge
- Knowledge of own local area and issues, as well as corporate and service- specific plans and budgets
- Ability to present relevant and well reasoned arguments
- Ability to work effectively with Council officers, the public, the media and outside organisations
- Ability to work as part of a team
# Summary of Councillors Allowances for 2016/17

1. A Basic Allowance of £12,442.80 per annum is paid to each Member of the Council

## Special Responsibility Allowance

2. A Special Responsibility Allowance is paid to those Members of the Council who hold the following offices:

<table>
<thead>
<tr>
<th>Position</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman of the Council</td>
<td>£18,035.95</td>
</tr>
<tr>
<td>Vice Chairman of the Council</td>
<td>£8,015.98</td>
</tr>
<tr>
<td>Leader of the Council</td>
<td>£43,085.87</td>
</tr>
<tr>
<td>Deputy Leader of the Council</td>
<td>£31,312.41</td>
</tr>
<tr>
<td>Members of the Cabinet other than the Leader and Deputy Leader of the Council</td>
<td>£22,544.93</td>
</tr>
<tr>
<td>Cabinet Associate</td>
<td>£12,524.96</td>
</tr>
<tr>
<td>Scrutiny Board Chairman</td>
<td>£10,019.97</td>
</tr>
<tr>
<td>Planning &amp; Regulatory Committee Chairman &amp; Council Overview &amp; Scrutiny</td>
<td>£12,024</td>
</tr>
<tr>
<td>Audit and Governance Chairman</td>
<td>£9,017.97</td>
</tr>
<tr>
<td>Lead Member for Scrutiny of the Police &amp; Crime Commissioner</td>
<td>£8,000</td>
</tr>
<tr>
<td>Local Committee Chairmen</td>
<td>£8,015.98</td>
</tr>
<tr>
<td>Pension Fund Board Chairman</td>
<td>£8,015.98</td>
</tr>
<tr>
<td>Pension Fund Board Vice-Chairman</td>
<td>£1,500</td>
</tr>
<tr>
<td>Committee Vice-Chairmen</td>
<td>£1,503</td>
</tr>
<tr>
<td>Officers of Political Groups</td>
<td>£170.34 per member of the group</td>
</tr>
<tr>
<td>Members of the Adoption and Fostering Panels</td>
<td>£1,002</td>
</tr>
<tr>
<td>Opposition Group Leader</td>
<td>£5,009.99</td>
</tr>
</tbody>
</table>

If a Member qualifies for a Special Responsibility Allowance for more than one post, all allowances may be claimed.