



**BECOMING A COUNCILLOR:  
SEMINAR FOR POTENTIAL CANDIDATES**

**MONDAY 29 OCTOBER 2018 AT GUILDFORD BOROUGH COUNCIL, COUNCIL CHAMBER**

- 6pm Light Buffet and refreshments (to be provided outside the members' room)**
- 6.30pm Welcome and Introductions (Councillor Paul Spooner, Leader of the Council and James Whiteman, Managing Director)**
- 6.40pm Organisation of Local Government (James Whiteman, Managing Director)**
- (a) Local Government in Surrey (the County Council, the Borough Council and parish councils and parliamentary constituencies)
  - (b) Functions of the Borough Council
  - (c) Finance
  - (d) Corporate plan
  - (e) Role of Councillors and Officers
- 7.05pm Getting Elected (Elaine Bradbrook, Electoral Services Manager)**
- (a) Terms of office
  - (b) Electoral System
  - (c) Qualifications for standing as a candidate
  - (d) nomination process
  - (e) election expenses
  - (f) election agents
  - (g) the election campaign
  - (h) the Count
- 7.35pm Support for Borough Councillors (John Armstrong, Democratic Services Manager)**
- (a) Induction for new councillors and ongoing training and development
  - (b) ICT Provision
  - (c) Councillors' Allowances
- 7.50pm Comfort break**
- 8.00pm Being a Borough Councillor (5-10 minutes each approx.)**  
Presentations by current Councillors in relation to the following roles and their Ward caseload focusing on themes such as:
- (a) What made them decide to stand for Council?
  - (b) What difference do they think they have made for their ward and the borough?
  - (c) What has frustrated them?
- Introduction by Councillor Mike Hurdle (Chairman of the Councillor Development Steering Group)  
Councillor Mike Parsons (The Mayor of Guildford)  
Councillor Caroline Reeves (Chairman of the Overview and Scrutiny Committee)  
Councillor James Walsh (Backbench councillor)
- 8.30pm Being a Parish Councillor**  
Presentation by Councillor Jo Randall (Ash Parish Council)
- (a) What made you stand for election to Ash Parish Council?
  - (b) What difference do you think you have made for the parish?
  - (c) What has frustrated you?
- 8.45pm Any other questions followed by an opportunity for informal discussions with serving councillors and officers**
- 9.15pm Close of Seminar (James Whiteman, Managing Director)**