



New Councillor Induction Pack

..... Town Council/Parish Council

REMINDER:

Declaration of Acceptance of Officer for completion
Register of Interests for completion

Structure of the Council

Full council meeting dates (these are set at the Annual Meeting of the Council, possibly first meeting after election).
Committee/sub-committee/working groups meeting dates
List of council staff roles and responsibilities
List of council responsibilities, eg allotments, burial ground, community building, including details of keyholders, etc
External bodies attended by councillors

List of Key Contacts

Council staff
Councillor list and contact details
Emergency contact procedure
District/Borough Councillor
County Councillor

Key Policies

Standing Orders
Financial Regulations
Code of Conduct
Publication Scheme
List of other Council policies, eg Data Protection (staff & councillors and public); Website Accessibility; Community Engagement; Complaints; Health & Safety; Equality & Diversity; Grievance; Disciplinary; and Training

Financial Aspects

Annual Governance & Accountability Return from previous year
Previous year-end accounts
Budget for current year including earmarked reserves
Asset Register

Recommended Initial Training Courses

New Councillor Toolkit

Being a Better Councillor

Finance for Councillors

How councils can more Effectively Engage with Young People in their Communities

Communicating with your community Parts 1 and 2

Recommended Reading/Publications

Good Councillor's Guide

Good Councillor's Guide to Finance & Transparency

Good Councillor's Guide to Neighbourhood Planning

Good Councillor's Guide to Cyber Security

Good Councillor's Guide to Community Business

Good Councillor's Guide to Transport Planning

Good Councillor's Guide to Being a Good Employer

Other Recommended Items for New Councillor Induction Pack

Last set of minutes for full council and committees (if any)

Terms of reference, budget and objectives for each committee (if any)

Information about the council and its current projects

Copy of council annual plan (if any)

Map of Parish

Copy of Parish Plan/Parish Design Statement/Neighbourhood Development Plan (if any)

Copy of council newsletter sent to residents (if any)

Details of available training courses

Recommended Actions

Take photograph for website (gain consent to use it)

Short biography for website use

Skills audit

Recommend councillor sets up email address for council business exclusively or generate email address through council's website (if possible)

Seek approval to send summons electronically – have a form