



## BMKALC GOOD PRACTICE NOTE

### New Councillor Induction Pack

..... Town Council/Parish Council

#### **Statutory Essentials:**

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 official contact details

Emergency contact procedure

County Councillor(s)

Member of Parliament

Principal Authority Website

BMKALC Website

NALC Website

#### **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 Foundation Training Courses**

New Councillor Toolkit  
Being a Better Councillor  
General Data Protection Regulations  
Finance for Councillors

### **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)  
Confirm that summons, agenda and reports will be circulated electronically