



## **Councillor Induction Programme**

The purpose of the induction programme is to help ensure that new councillors:

- understand the Town Council's duties and responsibilities
- understand the Town Council's policies and procedures
- understand the operating requirements of the Town Council
- have the skills and knowledge to undertake their role as a councillor

The management of the induction programme is the responsibility of the Town Clerk, under the direction of the Finance and Governance Committee.

## **In the first 12 month of serving on the council**

1. A new councillor will need to sign various documents before they take up the position of a town councillor. Councillors need to agree that they will follow the standard code of conduct which includes a need to declare matters of interest and prejudicial interest before all meetings. A Councillor will also need to contribute to a public register of specific interests in town (e.g. property owned, businesses run). These are designed to encourage councillors to behave with respect and honesty to the council and the populace in all their dealings.
2. A new councillor will meet with the clerk to go through their induction pack, which includes
  - Council Standing Orders and Financial Regulations
  - Details of Working Committees/Overview of Council Responsibilities
  - Council Contact Sheet
  - Annual Meeting Time Table
  - Details of Annual Events
  - Overview of policies adopted by the Council
  - The Good Councillors Guide
  - To establish routes of communications and ensure any special needs are catered for.
  - Code of conduct
3. A serving councillor will be allocated/chosen to act as buddy to offer ongoing support for the first year.
4. Arrangements will be made for an ID badge and a Town Email address will be made if required.
5. The new councillor will be asked to identify areas of interest and will be allocated a council working committee. The chair of that committee will act as a mentor and will explain the workings of the particular committee.
6. The new councillor can request a follow up meeting with the clerk if they have any further questions about the role and responsibilities.
7. Councillors will be offered ongoing access to training courses provided by Suffolk Association of Local Councils.