



## **Cinderford Town Council Councillor Induction Procedure 2023-2026**

### **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 Chair/Council.

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 Details Sheet (Confidential)
- 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 a Town Council Email address.
5. The new councillor will be asked to identify areas of interest and will be allocated a council working committee. Committee membership will also be reviewed annually. 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 Gloucestershire Association of Parish and Town Councils. See <https://www.gaptc.org.uk/> for training opportunities and events.

Policy Title:	Staff Induction Policy			Last Updated By:
Version, Date & Change History:	Version 1.0	13.07.2021		
	Version 2.0	October 2023		
	Version 3.0			
	Version 4.0			
	Version 5.0			
Author:	Locum Clerk EB			

**Considered 14<sup>th</sup> November 2023**  
**To review in November 2026**

**Cinderford Town Council**

**Induction Procedure**

**Appendix 1**

**Induction Checklist**

**Councillor Name:** .....

Area to be covered	To be covered by	Date	Trainee Signature	Trainer Signature
<ul style="list-style-type: none"> <li>• <b>Tour of the office:</b></li> <li>• Council Chamber</li> <li>• Fire Exits Fire Procedures</li> <li>• Location of Extinguishers Photocopier Recycling</li> <li>• WC</li> <li>• Kitchen</li> <li>•</li> </ul>				
<p><b>Property update:</b></p> <ul style="list-style-type: none"> <li>➢ Rheola House</li> <li>➢ Miners field</li> <li>• Double View Area</li> <li>• Mount Pleasant</li> <li>• Skate Park</li> <li>• Other open spaces</li> <li>• HSBC site</li> <li>• Town Centre</li> <li>• Methodist Church</li> </ul>				
<p><b>Meet CTC staff</b></p>				
<p><b>GAPTC training</b> Agree training needs</p>				
<p><b>IT &amp; Data Protection:</b></p> <ul style="list-style-type: none"> <li>➢ User ID/log on to software</li> <li>➢ Rules regarding password use</li> <li>➢ E-mails</li> <li>➢ Internet</li> <li>➢ Website</li> </ul> <p>Issues Ipad</p>				
<p><b>Health &amp; Safety Matters</b></p> <ul style="list-style-type: none"> <li>➢ General Health &amp; Safety</li> <li>• Policies on www</li> </ul>				

**Cinderford Town Council  
Induction Procedure  
Appendix 2  
Personal Details Form**

To help us meet the requirements of the Data Protection Act in maintaining accuracy, please ensure that changes that affect the following details are notified promptly to your line manager.

**FOR COMPLETION BY ALL NEW EMPLOYEES**

**Personal Details**

Full Name:		
Address:		
Postcode:		
Date of Birth:		
Telephone Number:		
Mobile Telephone Number:		
E-mail address:		
NI Number:		

**Emergency Contact:**

Full Name:		
Relationship to you:		
Address:		
Telephone Numbers:		
Mobile Telephone Number:		
Evening Telephone Number:		
Daytime Telephone Number:		

**Bank Details**

You will be paid by cheque pending the move to internet banking. By Autumn 2021 you will be paid directly into your Bank or Building Society via BACS. Please give your account details below:

Name of Bank:		
Bank address:		
Sort Code:		
Account number:		
Account holder name:		

Cinderford Town Council's payroll provider holds a confidential computerised record containing details such as your name, address, date of birth, post number, job title. Cinderford Town Council holds the above information and your application form, job description, appointment letters, contract of employment and sickness absence forms.

**Confidentiality:** Data of a personal nature is treated as confidential and will not be disclosed externally without an individual's permission except in the case of mortgage reference requests or requests from organisations such as the Department for Work and Pensions where there is a requirement in law to do so.

**Access to Records:** It is the policy of this Authority to allow reasonable access by an employee to their own records. If you wish to view items on your file please contact your line manager. Items obtained in confidence (usually your references) will be removed but access is allowed to all other items.