

## **New Councillors' Induction**

Prior to standing for election or co-option, people will have the opportunity to attend Parish Council (the Council) and Committee meetings and discuss the workings of the Council with Councillors.

After someone has been elected or co-opted and before their first Full Council meeting, the Clerk will provide them with the documents set out below.

The Chair of the Council will arrange to meet with the new Councillor prior to their first Full Council meeting to explain:

- The purpose of the Council
- The responsibilities of the Council
- Responsibilities of Councillors
- The Committee structure
- How the meetings are conducted.

The Chair will appoint an existing Councillor as mentor for the new Councillor. The role of the mentor will be to:

- Be available to answer queries on agenda items prior to meetings
- Provide background information on any key items being discussed
- Sit next to the new Councillor during meetings so as to provide any support required
- Review the meetings with the new Councillor at the end of each meeting to ensure that they understood the conduct of the meeting and the debate.

The mentor will be nominated for a period of 3 meeting cycles. At the end of this period the mentor and the new Councillor will discuss whether any additional mentoring is required.

The Chairs of each committee will arrange to meet the new Councillor to explain the role of their committee and key issues for the committee. Meetings with all Chairs should be undertaken within the first 3 months from taking office.

At the end of the initial mentoring period the Chair and the new Councillor will agree what training, if any, the new Councillor would like and how and when this may be able to be met.

## **Annex to new Councillor's Induction**

### Aims and Objectives for the Parish Council

- ❖ To democratically represent all residents of Great Glen.
- ❖ To provide the best possible services and amenities to meet the needs of all of our residents and use our best endeavours to manage these within the most economical budget available.
- ❖ To use Best Practice in all areas of its activities.
- ❖ To forge partnerships with all other agencies to ensure that the wellbeing of our residents is enhanced.
- ❖ To allow each and every voice of our community to be heard.

### Summary of the responsibilities of the Parish Council

The Parish Council is responsible for the following:

Great Glen Recreation Ground and changing rooms  
The Memorial Green and War Memorial  
The Red telephone box on Green  
The Post Office Green and planters on it.  
Great Glen Parish Cemetery and Peace Garden  
Cemetery Field, London Road  
The Great Glen Youth Centre  
Various miscellaneous pockets of land in the village  
Bus shelters  
Litter and dog fouling bins  
The village sign  
Seats and benches

### Documents

A Councillor information pack will be given to all new councillors containing the following documents to be given to new Members:

Council's Standing Orders  
Council's Financial Regulations  
Code of Conduct  
Dates of meetings  
Contact List  
Complaints Procedure  
Equal Opportunities  
Emergency Planning  
Various other relevant documents.

Other documents:

The adopted Neighbourhood Plan and the Village Design Statement – this can be viewed at [www.greatglen-pc.gov.uk](http://www.greatglen-pc.gov.uk)

There is a New Councillors Course that is available for new Councillors.  
The provision of additional training will depend on training needs and the budget available.

Please remember that the clerk and Chair are available at most times for information and support if needed.