

## Outline induction structure for members

Pre-election	How could it be provided?	Comments
<ul style="list-style-type: none"> <li>• Basic structure and map</li> <li>• Contact number for queries</li> <li>• Outline of what will happen in first two weeks, with dates and times</li> <li>• What will be provided in terms of equipment</li> <li>• What the commitment is e.g. committee membership, ward responsibilities etc</li>   <li>• Once identified as a candidate, provide information on the process and what to expect on the election day</li>   <li>• As soon as elected</li> </ul>	<p>Herefordshire-specific information on website, plus online information and links e.g., <a href="https://www.gov.uk/government/get-involved/take-part/become-a-councillor">https://www.gov.uk/government/get-involved/take-part/become-a-councillor</a></p> <p>Information pack provided with nomination form to include names and dates of committees</p> <p>Confirmation / congratulations letter with reminder of events to attend, marking the essentials</p>	<p>Outline of the initial induction programme so that candidates can see the commitment and make necessary arrangements as early as possible.</p> <p>Information regarding full council meeting time/date and signposting to parish council information to include dates/times of parish meetings and parish clerk contact details etc.</p> <p>Help to identify the level of commitment required for committee membership.</p> <p>Provide in more detail than the pre-election information, to include venues, lead officer, what to bring etc</p>
First week post-election:		
<p><u>Day One:</u></p> <ul style="list-style-type: none"> <li>• Getting around/map</li> <li>• Buddy allocation, not necessarily same group (provide list of members to call)</li>   <li>• Signing acceptance of office</li> <li>• Register of interests</li>   <li>• Skills audit / interests / experience and what help required</li> <li>• Equality Act questions</li> <li>• ID card, ICT, different timings</li> <li>• welcome from CE</li> </ul>	<p>Quick-reference “start-up” guide in welcome pack for new members</p> <p>Brief skills questionnaire used in 2015. Issuing ICT for new members, tailored 1-1 sessions to include some tuition based on individual level of need but covering core information. Include refresh of returning members’ information.</p>	<p>All members recommended to attend on first day in order to sign acceptance of office and interests and to complete/refresh personal information. Good governance advocates this is completed on day 1 so that disclosable interests, for example, are logged before business commences.</p> <p>ICT issuing prioritised for new members on first day. Staged arrival times/appointments would give more choice and help reduce waiting times for admin and processing/issuing new kit.</p>

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<p><u>Days Two to Five:</u></p> <ul style="list-style-type: none"> <li>• Role of councillor incl. first parish council meeting</li> <li>• Relationship between self, town, parish, officers</li> <li>• Standards / Code of conduct</li> <li>• What committees (and dates) could I be on?</li> <li>• Allowances and how to claim</li>   <li>• Physical tour of buildings, places</li> </ul>	<p>Formal presentation from CE for new members</p> <p>Briefings for new members – choice of day/time</p> <p>Key locations, e.g. Shire Hall, Plough Lane, Blueschool House...</p> <p>Meet the officers.</p>	
Week 2		
Preparation for committees	Specific committee briefings/overview and explaining role	
Beyond week 2		
Monthly briefings and events	<p>Seminars and briefing sessions which are interactive and informative. Examples of topics covered in 2015/16 include:</p> <ul style="list-style-type: none"> <li>• Market place/ exhibition of services</li> <li>• Information security / information governance and confidentiality agreements</li> <li>• Equality and dignity at work</li> <li>• Customer service and improvement</li> <li>• County tour</li> <li>• Corporate parenting and safeguarding of children and adults</li> <li>• Handling the media / social media</li> </ul>	<p>These are likely to include themes not already included in the initial fortnight's induction period as well as topical matters of local or national significance or key decision items linked to the forward plan as they arise.</p>

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	<ul style="list-style-type: none"><li>• Ward members' responsibility in relation to planning issues (not committee role)</li><li>• meet the council's partners</li><li>• Treasury management</li></ul>	
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