

Brixworth Parish Council

New Councillors' Induction

Prior to standing for election or cooption, 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;
- 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; and
- 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.

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

The aims and objectives for the Parish Council are:

- To democratically represent all residents of Brixworth.
- 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:

- Ashway playing fields and changing rooms
- St David's recreation ground (but not the pavilion)
- Spratton Road recreation ground
- Millennium Garden
- Pound
- Pocket park
- Various miscellaneous pockets of land in the village
- Leasee of the Library and Community Centre
- Bus shelters
- Litter and dog fouling bins
- Seats and benches

Documents

Documents to be given to new Members:

- Council's Standing Orders
- Council's Financial Regulations
- Code of Conduct
- Parish Councillors Guide (booklet)
- Dates of meetings
- Contact List
- Minutes of the previous cycle of Council and Committee meetings
- Council budgets
- List of Council staff

Policies and procedures of the Council – copies can be obtained from the Clerk if required:

- Complaints Procedure
- Compassionate Leave Procedure
- Equal Opportunities
- Grievance Procedure
- Publication Scheme
- Disciplinary procedure
- Health and Safety
- Pension
- Website
- Grants
- Statement of Community Engagement
- Statement of Intent for Training
- Business Continuity
- Public Relations
- Emergency Planning

Other documents:

- Village Design Statement – this can be viewed at www.brixworthpc.org.uk or in the library

Training

The following is a summary of the training opportunities that are available for Councillors.

- New Councillors Course
- Precepting and Budgeting
- Chairmanship

The provision of training will depend on training needs and the budget available.