



Helsby Parish Council

Programme for New Parish Councillors

- **HPC Chair to assign a more experienced councillor as a “buddy” / mentor at the meeting when they join the Council**
 - Assigned councillor to arrange an introductory call and/or meeting with new member
 - Mentor/buddy to be available for any queries as new councillor settles in and works through programme below
- **Clerk to arrange to meet the new councillor as soon as they have joined the Council**
 - Provide new councillor with Induction Pack and associated documents including:
 - List of HPC contact details
 - List of meeting dates and surgery dates
 - Committee membership list
 - Arrange completion of Notification of Members’ Interests form
 - Arrange email address, website photo, ID card
 - Explain role of Parish Clerk/Burial Clerk and general maintenance contractor
 - Explain Council assets, leases, community centre arrangements
 - Explain what ChALC is and what it does (could be covered Terry)
- **For each major Committee - Environment, Parks Cemetery and Allotments (PCA), Human Resources, Finance – Chair of each to arrange informal discussion with Committee Chair and attend a Committee meeting**
 - Each Chair to explain work of Committee and flag relevant documents
 - Describe ongoing projects that Committee is handling
 - Encourage to join if numbers permit
- **New councillor to attend ChALC (or other) introductory course asap**
 - Clerk to provide a list of current training courses and dates

Above programme agreed at the Parish Council Meeting on: 7 February 2022

Version 2 as agreed at Parish Council Meeting on 13 February 2023

Next Review Date: February 2024