

**CHILTERN DISTRICT COUNCIL  
GOVERNANCE & ELECTORAL ARRANGEMENTS COMMITTEE  
12 FEBRUARY 2015**

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*Background Papers, if any, are specified at the end of the Report*

**MEMBER INDUCTION 2015**

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**RECOMMENDATIONS**

**The Committee is asked to note and comment on the report.**

**Purpose of Report**

- 1 The purpose of this report is to provide members with an overview of the proposed Member Induction Programme for 2015 and seek Members' comments.

**Welcome Pack**

- 2 All Councillors will receive a welcome pack at the Count Centre on Friday 8 May which includes a welcome letter from Chief Executive, and the following forms (to be completed by 11 May):
  - Contact details, bank information and car registration
  - Membership of political group
  - Business Card Template
  - Timetable of Training sessions with indication of their availability
  - Register of Interest Form (Must be completed within 28 days of the election day)

**Induction Programme**

- 3 The Councillor Induction programme is designed to assist all new and returning Councillors gain knowledge, information and understanding of the Council. It aims to meet key staff from across the Council, to provide a comprehensive introduction to key services and an overarching view of the Council's work, ensure Councillors complete the relevant administration processes and have the IT equipment to allow them to undertake their role and set the foundations for further training and development, as appropriate, for them during the Council term.

A draft Induction Programme is detailed in **Appendix 1** and **Appendix 2**. Members are asked to note that the dates are still to be confirmed.

Classification: OFFICIAL

*Background Papers: None*

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