



## LUDLOW TOWN COUNCIL STAFFING COMMITTEE AGENDA

To: All Members of the Council, Town Clerk  
Contact: Gina Wilding  
Ludlow Town Council, The Guildhall, Mill Street, Ludlow, SY8 1DG  
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Despatch date: 7<sup>th</sup> March 2024

### STAFFING COMMITTEE

You are summoned to attend a meeting of the  
Staffing Committee  
at the Guildhall, Mill Street, Ludlow, SY8 1AZ  
on **TUESDAY 12<sup>th</sup> MARCH 2024 at 9:30 am**

*Gina Wilding*

Gina Wilding  
Town Clerk

### Key Agenda Items:

- *Pay Claim*
- *Policies*
- *Staffing Matters*

**Public Open Session (15 minutes) – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.**



**1. VICE CHAIRMAN**

To nominate and elect a vice Chairman.

**2. Health and Safety**

Councillors and members of the public are to note that the fire exit can be found to the left outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.

**3. Recording of Meeting**

Under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media is permitted during this meeting.

The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they turn off their camera and access the meeting via audio only.

**4. Apologies**

To receive apologies as notified to the Town Clerk.

**5. Declarations of Interests**

*Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate. (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations.*

- a) Disclosable Pecuniary Interest
- b) Declaration of conflicts of Interest
- c) Declarations of personal interest

**6. Public Open Session (15 minutes)**

Members of the public are invited to make representations to the Council on any matters relating to the work of the Council.

**7. Minutes**

To approve as a correct record and sign the minutes of the **STAFFING COMMITTEE** of **14<sup>th</sup> November 2023**.

**8. Items to Action**

To note the items to action from of the **STAFFING COMMITTEE** on **14<sup>th</sup> November 2023**.



ITEM	ATTACHMENT
<b>9. PAY CLAIM</b> To note the Pay Claim	<b>8</b>
<b>10. POLICIES</b> To consider the following policies a) Staff Appraisal Policy. b) Staff Induction Policy. c) Councillors' Induction Policy.	<b>10</b>
<b>11. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b> The Chairman will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.	<b>No papers.</b>
<b>12. STAFF LEAVE ENTITLEMENT</b> To note the contractual leave entitlement for staff.	<b>12</b>
<b>13. DLF ASSISTANT SUPERVISOR</b> To consider the structure of the role and the internal recruitment process.	<b>13</b>
<b>14. LONG TERM SICKNESS UPDATE.</b> To consider a report.	<b>14</b>
<b>15. RECOGNISING STAFF ACHIEVEMENT</b> To consider the report.	<b>15</b>
<p><b><i>M e m b e r s h i p</i></b></p> <p><i>Councillors: Waite (Vice), Garner, Gill, Ginger; Jones, and Pote.</i></p>	
<p><b>Date of the next Staffing Committee meeting:</b></p> <p><b>July date TBC</b></p>	

Item 7

Minutes

## MINUTES

Minutes of a Staffing Meeting held in the Guildhall, Mill Street, Ludlow on **TUESDAY 14<sup>TH</sup> NOVEMBER 2023** at 9.30am.

### **ST/56     PRESENT**

Chair:                    Cllr Waite

Councillors:         Garner, Gill and Pote.

Officers:                Gina Wilding, Town Clerk

### **ST/57     ABSENT**

Councillors Ginger, Lyle, Jones were absent.

### **ST/58     HEALTH & SAFETY**

The Chair informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

### **ST/59     RECORDING OF MEETINGS**

The Chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings. The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they turn off their camera and access the meeting via audio only.

### **ST/60     APOLOGIES**

Apologies were received from Councillors Ginger and Lyle.

### **ST/61     DECLARATION OF INTERESTS**

Disclosable Pecuniary Interests  
None declared

Conflict of Interest

None declared

Personal interests

None declared.

**ST/62**     **MINUTES – 26<sup>TH</sup> SEPTEMBER 2023**

**RESOLVED (unanimous)**    **EG/TG**

That the minutes of the 26<sup>th</sup> September 2023 be approved as a true record to be signed by the Chair.

**ST/63**     **ITEMS TO ACTION**

**RESOLVED (unanimous)**    **TG/EG**

That the items to action of the 26<sup>th</sup> September 2023 be noted.

**ST/64**     **PUBLIC OPEN SESSION**

There were no members of the public present.

**ST/65**     **ANNUAL PAY AWARD**

**RECOMMEND (unanimous)**    **DL/RP**

To adopt the annual pay award and NALC pay scales for 2023 / 24.

**ST/66**     **COMMITTEE TERMS OF REFERENCE (TOR)**

The committee watched the SLCC training video on a HR committee.

**RECOMMENDED (unanimous)**    **EG/BW**

To recommend to Council the following changes to the committee terms of reference:

To add the following wording in the membership section:

2.6 As befitting for the role, the members of the committee shall act with impartiality and integrity at all times.

To amend 4.5 to include the words ‘in accordance with the council’s Recruitment and Selection Policy.’

To add a line in section 4 to state – To undertake the annual appraisal of the town clerk. In agreement with the town clerk, the appraisal panel shall be up to three members of the committee, who shall also support the town clerk through the pressures and stresses of the role.

To add a line in section 4 to state: To monitor and periodically review the Staff Induction Policy and Procedure.

To add a line in section 4 to state: To monitor and periodically review the Councillor Induction Policy and Procedure.

To bring the amended TOR back to this committee and to undertake a high-level review of the Disciplinary & Grievance Policy, Sickness and Absence Policy, Recruitment and Selection Policy, (draft) Appraisal Policy and (draft) Staff induction Policy and Procedure to consider how effectively they work as a comprehensive suite of policies.

Further to the changes to the TOR, the following policies shall be drafted for consideration at the next meeting:

- Staff Appraisal Policy.
- Staff Induction Policy.
- Councillors' Induction Policy.

**ST/67 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**RESOLVED (unanimous) BW /TG**

That the public and press be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The meeting closed at 10:26am.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

Closed Session Minutes will be issued.

## CLOSED SESSION MINUTES

Minutes of a Staffing Meeting held in the Guildhall, Mill Street, Ludlow on **TUESDAY 14<sup>TH</sup> NOVEMBER 2023** at 9.30am.

**ST/68     JOB EVALUATION**

**RESOLVED (unanimous) TG/EG**

To adopt the revised Deputy Town Clerk Job Description and Person Specification and the job evaluation outcome that the grade for the post remains unchanged.

The meeting closed at 10:26am.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date



## Items to Action

## Staffing Committee

### Items to Action

<b>Min No.</b>	<b><u>Resolution</u></b>	<b>Action</b>	<b>Status</b>	<b>Date</b>
<b>14/11/23</b>				
	<b>ST/65     <u>ANNUAL PAY AWARD</u></b>  <b><u>RECOMMEND (unanimous) DL/RP</u></b> To adopt the annual pay award and NALC pay scales for 2023 / 24.	To make recommendation to council.	Complete	11/12/23
<b>ST/66</b>	<b><u>COMMITTEE TERMS OF REFERENCE (TOR)</u></b> The committee watched the SLCC training video on a HR committee.  <b><u>RECOMMENDED (unanimous) EG/BW</u></b> To recommend to Council the following changes to the committee terms of reference:  To add the following wording in the membership section: 2.6 As befitting for the role, the members of the committee shall act with impartiality and integrity at all times. To amend 4.5 to include the words 'in accordance with the council's Recruitment and Selection Policy.'  To add a line in section 4 to state – To undertake the annual appraisal of the town clerk. In agreement with the town clerk, the appraisal panel shall be up to three members of the committee, who shall also support the town clerk through the pressures and stresses of the role.	To make recommendation to council.	Complete	11/12/23

## Staffing Committee

### Items to Action

	<p>To add a line in section 4 to state: To monitor and periodically review the Staff Induction Policy and Procedure. To add a line in section 4 to state: To monitor and periodically review the Councillor Induction Policy and Procedure.</p>			
	<p>To bring the amended TOR back to this committee and to undertake a high-level review of the Disciplinary &amp; Grievance Policy, Sickness and Absence Policy, Recruitment and Selection Policy, (draft) Appraisal Policy and (draft) Staff induction Policy and Procedure to consider how effectively they work as a comprehensive suite of policies.</p>	To put on next agenda.	Pending	
	<p>Further to the changes to the TOR, the following policies shall be drafted for consideration at the next meeting:</p> <ul style="list-style-type: none"> <li>• Staff Appraisal Policy.</li> <li>• Staff Induction Policy.</li> </ul> <p>Councillors' Induction Policy.</p>	To draft policies.	Complete	
ST/68	<p><b><u>JOB EVALUATION</u></b></p> <p><b><u>RESOLVED</u> (unanimous) TG/EG</b></p> <p>To adopt the revised Deputy Town Clerk Job Description and Person Specification and the job evaluation outcome that the grade for the post remains unchanged.</p>	To inform staff member.	Complete	

## Staffing Committee

### Items to Action

26/09/23				
ST/51	<p><b><u>RECRUITMENT</u></b> Councillors Garner and Pote confirmed that they were available for the Interview Panel. <b><u>RESOLVED (unanimous) DL/EG</u></b></p> <p>That with amendments to the application form to mirror the layout of the DLF application form, and changes to the advert that ensure the emphasis of the job is cleaning the recruitment pack be approved.</p>	Paperwork to be amended and arrangement for recruitment to be progressed.	Complete	28/09/23
ST/52	<p><b><u>JOB EVALUATION</u></b> <b><u>RESOLVED (3:0:2) DL/EG</u></b></p> <p>To approve Job Evaluation for the submitted job description.</p>	Submit JE	Complete	29/09/23
ST/53	<p><b><u>SICKNESS POLICIES</u></b> <b><u>RESOLVED (unanimous) DL/BW</u></b></p> <p>To review the existing policy with regard to Shropshire Council's policy and that an amended version and brought back to the Staffing Committee for consideration.</p>	Write a further report.	Complete	14/11/23
11/07/23				
ST/34	<p><b><u>JOB EVALUATION</u></b></p> <p><b><u>RESOLVED (unanimous) DL/EG</u></b></p> <p>That the Job Evaluation is approved from Shropshire Council and no changes be made to the post.</p>	Letter to staff member.	Complete	02/08/23
ST/35	<p><b><u>SICKNESS ABSENCE</u></b></p>			

## Staffing Committee

### Items to Action

	<p><b><u>RESOLVED</u> (unanimous) DL/BW</b></p> <p>That:-</p> <p>i) The report and a copy of the Shropshire Council employee absence management policy is considered at the next Staffing Committee meeting, alongside Ludlow Town Council's managing attendance policy;</p> <p>ii) Further clarification is provided on the OHU reports and <i>satisfactory explanations of sickness given to the Town Clerk.</i></p>	Diarised for next available meeting.	Complete	11/07/23
ST/36	<p><b><u>TIME OFF IN LIEU (TOIL)</u></b></p> <p><b><u>RESOLVED</u> (unanimous) DL/EG</b></p> <p>That the TOIL policy is reviewed along with the report, outlining options for making changes at the next Staffing Committee.</p>	Diarised for next available meeting.	Complete	11/07/23
ST/40	<p><b><u>COUNCILLOR TRAINING OPTIONS</u></b></p> <p>Members requested to re-watch and discuss Podcast 1 – Building an effective personnel committee in the SLCC six-part series, Councillors Responsibilities as Employers at the November Staffing Meeting.</p>	Diarised for November training.	Complete	11/07/23
ST/41	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>It was agreed that the next Staffing Meeting, prior to the scheduled meeting in November, should be 9.30am, on Tuesday 26<sup>th</sup> September 2023.</p>	Meeting diarised.	Complete	11/07/23

## Staffing Committee

### Items to Action

07/03/23				
ST/122	<p><b><u>STAFF REQUEST</u></b>  <b><u>RESOLVED (3:1:0) EG/TG</u></b>            That Job Evaluation for the post is investigated externally.</p>	To request info from: <ul style="list-style-type: none"> <li>• Worknest</li> <li>• SC HR</li> </ul>	Complete	As per email
ST/127	<p><b><u>RESOLVED (unanimous) TG/EG</u></b>            i) To consult the Council's HR consultant.            ii) To provide an update date to the appropriate parties.              To bring all information back to a meeting scheduled for Tuesday 4th April 2023 at 9.30am</p>	Contact member of staff  Research similar jobs form other councils.	Complete	As per email
ST/123	<p><b><u>BULLYING AND HARASSMENT STATEMENT POSTER</u></b>  <b><u>RESOLVED (unanimous) DL/EG</u></b>            That the poster be adopted and displayed as appropriate at all Town Council sites.</p>	Print and laminate posters and distribute	Complete	08/03/23
ST/125	<p><b><u>SLCC WEBINARS – COUNCILLORS RESPONSIBILITIES AS EMPLOYERS</u></b>  <b><u>RESOLVED (unanimous) DL/EG</u></b>            To adopt the SLCC six-part podcast series, Councillors Responsibilities as Employers as a training tool for Staffing Committee Members.</p>	Communicate to member so staffing committee.  Store link in Cllr induction folder	Complete	29/03/23
04/04/23				
ST/138	<p><b><u>JOB EVALUATION</u></b></p>			

## Staffing Committee

### Items to Action

	<p><b><u>RESOLVED</u> (unanimous) DL/EG</b></p> <p>That the proposal from Shropshire Council HR of £48 per hour, plus travelling expenses at HRMC rates, currently 45p per mile (if applicable) be approved.</p>	Paperwork sent to SC.	Complete	05/06/23
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Item 9

## PAY CLAIM



## **Local Government Pay Claim for 2024/25**

4 March 2024

The NJC unions have now presented their pay and conditions claim. The claim seeks:

- An increase of at least £3,000 or 10 per cent (whichever is greater) on all spinal column points.
- Reviews of the gender, ethnicity and disability pay gaps in local government.
- A two-hour reduction in the working week, with no detriment.
- An additional day of annual leave for personal or well-being purposes (with term-time only staff also receiving a full day rather than a pro rata amount, that they can use at any time, including term time).
- A phased approach to reaching a minimum pay rate of £15 an hour in a maximum of two years, sooner if possible.

### **Next steps**

The employers' side will consult with representatives at a series of online briefings scheduled to take place up to the end of March.

The feedback from those meetings will be taken into account before deciding on an offer to the unions claim.

Item 10

## POLICIES

<b>POLICY:</b>	<b>APPRAISAL POLICY</b>
<b>Policy number:</b>	AP / 24 / v.1
<b>Available to:</b>	All Staff, Councillors & Public (upon request)
<b>Supersedes Version:</b>	New policy
<b>Approved by:</b>	Full Council
<b>Approval date:</b>	08.05.24 (provisional)
<b>Review due:</b>	January 2028

## 1. Description

- 1.1 Appraisals are essential for the effective management and evaluation of staff.
- 1.2 Appraisals help develop individuals, improve organisational performance and feed into strategic planning.

## 2. Purpose of this policy

- 2.1 This policy reflects the aims of the Council to provide a framework through which the appraising manager (appraiser), and the employee (appraisee), maximise achievements, output, quality of work and effectiveness.
- 2.2 Annual performance appraisals enable management and monitoring of standards, agreeing expectations and objectives, delegation of responsibilities and tasks, and career and succession planning – for individuals and the Council as a whole.
- 2.3 Performance appraisals are also important for staff motivation, attitude, and behaviour development, communicating and aligning individuals and Council aims, and fostering positive relationships between management and staff.
- 2.4 Performance appraisals form part of the performance management of employees. Line managers are crucial in this system in ensuring that their team members know and understand what is expected of them.

## 3. Scope

- 3.1 This policy applies to all employees of the Council with the exception of casual or seasonal employees. Such staff will be performance managed in other ways.

#### **4. Procedure**

- 4.1 Formal performance appraisals are conducted annually for all permanent staff in the Council, usually in February and March. However, this does not preclude further meetings throughout the year to review progress.
- 4.2 Each member of staff is appraised by their line manager. The Town Clerk is appraised by the Chair of the Staffing Committee and one other member of the committee.
- 4.3 In order to be effective, it is important that both appraisee and appraiser are comfortable with and have bought in to the appraisal process and purpose.
- 4.4 Technical training may be sought and where necessary made available to line managers or the aforementioned councillors to ensure they have a good understanding with what is expected from them and their responsibilities as an appraiser.
- 4.5 Each member of staff will complete a pre-appraisal form and submit this to their line manager by a pre-agreed time.
- 4.6 The line manager will arrange an appraisal meeting at a suitable time and date, in a room free from distractions. The meeting will take the form of a free-flowing conversation during which a range of views are exchanged.
- 4.7 It is anticipated that the following will be discussed at a minimum:
  - Review past 12 months performance and previous appraisal goals and objectives;
  - Discuss the information gathered in the self-appraisal form;
  - Agree and set future goals and objectives.
- 4.8 After the meeting, the appraiser completes a post-appraisal form which is to be given to the appraisee within 14 working days of the meeting. The appraisee reviews and signs the post-appraisal form, retaining one copy while the other is attached to their employee personal file.

#### **Guidance for the Appraiser**

- 4.9 Where it has been agreed that the appraisal should concentrate on specific aspects of the appraisee's job, information collection should likewise concentrate on those aspects.
- 4.10 Appraisers should act with sensitivity to all concerned and should not exhibit any bias in collecting information.
- 4.11 General comments should be supported by specific examples.
- 4.12 Interviews for the purpose of information collection should be held on a one-to-one basis (except in the case of the Town Clerk).

- 4.13 Any information received anonymously should not be used.
- 4.14 Information which does not relate to the professional performance of a member of staff should not be sought or accepted.
- 4.15 Those giving information should be encouraged to make fair and considered comments which they are prepared to acknowledge and to substantiate if required.
- 4.16 Any written submissions should remain confidential to the author.
- 4.17 The substance of grievance or disciplinary proceedings should never be used in the appraisal process.

**Reporting**

- 4.18 After all appraisals have been carried out the Town Clerk will produce a report for the Staffing Committee with a generic overview of the appraisals and the training needs identified.
- 4.19 Confidentiality will be respected, and the report will seek only to summarise matters. The pre-appraisal form and post-appraisal form will not be submitted as part of the report to the Staffing Committee.

**5. Legal**

The Equality Act 2010  
Employment Rights Act 1996.  
Employment Relations Act 1999  
National Minimum Wage Act 1998  
Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000

**6. Other relevant policies**

Employee Handbook
Equal Opportunities Policy

<b>POLICY:</b>	<b>STAFF INDUCTION POLICY</b>
<b>Policy number:</b>	SIP / 24 / v.1
<b>Available to:</b>	All Staff, and Councillors
<b>Supersedes Version:</b>	New policy
<b>Approved by:</b>	Full Council
<b>Approval date:</b>	08.05.24
<b>Review due:</b>	May 2027

## 1. Description

- 1.1 The Town Council believes that all new employees must be given timely induction training. This training is regarded as a vital part of staff recruitment and integration into the working environment. This policy, associated procedures and guidelines define the Council's commitment to ensure that all staff are supported during the period of induction, to the benefit of the employee and Council alike.

## 2. Purpose of this policy

- 2.1 It is the aim of the Council to ensure that staff induction is dealt with in an organised and consistent manner, to enable staff to be introduced into a new post and working environment quickly, so that they can contribute effectively as soon as possible. This induction policy, associated procedures and guidelines aims to set out general steps for managers and staff to follow during the induction process. It is expected that all managers and staff will adhere to this policy.

## 3. Scope

This policy is applicable to all new staff, and staff undertaking new roles within the organisation.

## 4. Procedure

### Guidelines for Managers

- 4.1 The purpose of induction is to support new employees during this challenging period and to help them become fully integrated into the Council as quickly and as easily as possible.

- 4.2 The Induction Programme is a very useful way of ensuring that information is imparted to new employees when they are likely to be most receptive. It avoids overloading employees with information during the first weeks whilst ensuring that all areas are covered. Managers should ensure that these matters have been properly understood whilst the programme is being completed, perhaps in the form of a weekly chat with the new entrants. At the end of the process the induction programme should be signed by the relevant parties and placed in the member of staff's personal file.

### **First Day**

- 4.3 Preparations should be made for the arrival of new entrant well in advance, e.g. arrangements to provide a desk, equipment etc.
- 4.4 It is important to introduce new employees to their new workplace and colleagues at the earliest opportunity. Managers should refer to the Induction Programme and use it as a basis for discussion, thus ensuring all documentation is complete.
- 4.5 A tour of the workplace should be arranged for the new entrant.

### **Induction Programme**

- 4.6 Induction programmes must be geared to the individual's needs. Induction can be said to end when the individual becomes fully integrated into the organisation. There is no set timescale within which this will happen and follow up is essential. In some areas, such as understanding wider aspects of the organisation it may be appropriate to follow up after a number of months. All new staff have a six-month probationary period to complete.

## **5. Legal**

The Equality Act 2010  
Employment Rights Act 1996.  
Employment Relations Act 1999

## **6. Other relevant policies**

Employee Handbook
Staff Appraisal Policy

<b>POLICY:</b>	<b>COUNCILLOR INDUCTION POLICY</b>
<b>Policy number:</b>	CIP / 24 / v.1
<b>Available to:</b>	All Staff, and Councillors
<b>Supersedes Version:</b>	New policy
<b>Approved by:</b>	Full Council
<b>Approval date:</b>	08.05.24 (provisional)
<b>Review due:</b>	May 2027

## 1. Description

- 1.1 Councillors new to local government require support and guidance to adjust to their role. A good induction process will assist them to settle into the new role and become informed and effective representatives for their community.

## 2. Purpose of this policy

- 2.1 The purpose of this document is to outline the support available for prospective and new Councillors and to explain Council's main objectives and responsibilities.

## 3. Scope

- 3.1 This policy applies to all newly elected and co-opted councillors.

## 4. Procedure

- 4.1 After a new Councillor has been elected or co-opted the following actions must be carried out:
- sign a Declaration of Acceptance of Office form before their first full Council meeting; and
  - complete the Shropshire Council register of members interests within 28 days.
- 4.2 The Clerk will provide them with an induction pack plus the following documents where the aim is for new Councillors to achieve a working level of knowledge as soon as practicable:
- Code of Conduct



- Financial Regulations
- Good Councillor's Guide (published by the National Association of Councils)
- Standing Orders

Other documents are available on the Council's website.

The Clerk will arrange to meet with all new Councillors prior to their first full Council meeting to explain the following:

- The purpose of Council.
- The responsibilities of Council...
- The responsibilities of Councillors/Council (corporate body).
- The committee and sub-committee structure.
- How meetings are conducted.
- Discuss the importance of attending new Councillor training and arrange for some training modules to be booked.

#### **Mentor**

4.3 Council in conjunction with the Clerk will appoint an existing Councillor to act as a mentor for the new Councillor. The role of the mentor is 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 their conclusion to ensure that conduct of the meeting, the debates and decisions/resolutions have been understood.

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

#### **Chairs of Committees**

4.4 The Chairs of each committee will arrange to meet with the new Councillor as part of the mentoring process to explain the role of their respective committees and key matters for the said committees.

Meetings with all chairs should be undertaken within the first 3 months from the new Councillor taking office.

At the end of the initial mentoring period the Clerk and the Chair of the Council will agree what further training the new Councillor should be offered and, if needed, arrange another meeting with the new Councillor to discuss any additional training needs.

Councillors should remember that their mentor, the Clerk and Chair of the Council are available at most times for information and support if needed.

**5. Legal**

Local Government Act 1972  
The Equality Act 2010  
Employment Rights Act 1996.  
Employment Relations Act 1999

**6. Other relevant policies**

Member and Officer Protocol
Meeting Protocol