Saxilby with Ingleby Parish Council

Non-confidential

Prospective Councillor Information Pack

Report to: Full Council

Meeting Date: 2 December 2026

Report by: Administration Officer

Power/duty which decision falls under: Local Government Act 1972, s.111 – incidental power to do anything calculated to facilitate, or conducive or incidental to, the discharge of the Council's functions.

SUMMARY:

The Prospective Councillor Information Pack has been prepared to fulfil the first item of the Councillor Induction and Mentoring Framework checklist. It forms the first step in a wider programme of induction materials and support being developed in accordance with the approved framework.

RECOMMENDATION(S):

That council approve the Prospective Councillor Information Pack for use in providing information to prospective councillors, in accordance with the Councillor Induction and Mentoring Framework checklist.

REPORT

1. Background and Context

Full council considered and approved the Councillor Induction and Mentoring Framework at September 2026 Full Council meeting (FC26/082), following the action arising from FC26/042.

The Framework establishes a structured approach to supporting new councillors as they take up their roles, helping them to understand the council, their responsibilities, and the support available to them.

As part of this framework, an induction timetable and checklist was established to identify the information, guidance, and support that should be provided to prospective and newly appointed councillors.

2. Purpose of the Document

The Prospective Councillor Information Pack fulfils the first item on the induction timetable and checklist:

Provide prospective councillor information pack outlining the role, responsibilities, expected time commitment, committee structure, meeting schedule, Code of Conduct, and Civility and Respect Pledge.

The pack is intended to give prospective councillors a clear and practical introduction to what being a councillor involves, enabling them to make an informed decision about standing for election or accepting co-option.

It also provides a consistent starting point for the induction process, ensuring that prospective councillors all receive the same information.

3. Next Steps

Work will continue on the remaining items within the Councillor Induction and Mentoring Framework checklist. Further supporting documents and guidance will be developed as appropriate and brought forward for consideration and approval where required.