

BREDGAR PARISH COUNCIL (BPC)



New Councillor Induction Procedure

This Procedure was reviewed by the Full Council at its meeting held on 12th February 2020

1) **Scope**

The BPC Clerk is responsible for executing this procedure for new councillors. New BPC Councillors are required to read this procedure.

2) **Objective**

To ensure that new BPC councillors are correctly registered with the principal council, sign their acceptance of the BPC (NALC) Code of Conduct, understand their responsibilities and are informed how to access BPC Policies and Procedures etc.

3) **Procedure**

Following the election or co-option of a new councillor the Clerk of BPC will:

- a) Register their details with Swale Borough Council – Democratic Services
- b) Sign the BPC register of councillors and acceptance of BPC (NALC) Code of Conduct
- c) Inform the new councillor how to access BPC Policies, Procedures and Work Instructions etc.
- d) Supply guidance in the form of a book “The Parish Councillor’s Guide” and recommend training: Induction and Dynamic Councillor sessions provided by KALC.

4) **BPC Documents Recommended Reading**

The new councillors may find the following policies and procedures helpful in ensuring compliance with the General Data Protection Regulations GDPR.

- a) BPC Data Protection Policy
- b) BPC Information Security and IT Policy
- c) BPC Information Security and IT Procedure
- d) BPC Data Protection Management Procedure
- e) BPC Data Encryption Instructions

