

Member Induction – Executive Summary **May 2026**

The Member Support Steering Group, which is a cross-party group of councillors that co-ordinates Councillors' training in Redditch, recognises that the first few months after you are elected are very busy and that new Councillors encounter a lot of information during this time. This document is designed to highlight some of the key information that new Members may find it helpful to focus on in your first few weeks.

Member Forms

A number of forms need to be completed by new Councillors early after your election. Many of these forms can be accessed in your induction packs, although some forms can only be completed electronically. The forms that should be completed as soon as possible are listed below:

- Register of Interests (RoI) form – There is a legal requirement for all Councillors to complete an RoI form within 28 days of becoming a Councillor (or 28 days of a change in pecuniary interests). The Council requires Members to complete this form electronically and a template copy will be circulated by email for your consideration.
- Personal details form – This form should be used to provide contact details that you are willing to use for Council business.
- Parking form – The Council has parking enforcement arrangements in place at a number of car parks in the Borough. To ensure you can park in Council car parks without having to pay a fee, please provide your vehicle's licence details in a completed form. This should only be used when parking to attend meetings for Council business.
- Bank details form – All Councillors are eligible to receive allowances which provide remuneration for the work you deliver as a Councillor. In order to receive your allowances, please make sure that you complete and return the form provided outlining your bank details.
- Stationery Form – please complete this form to receive business cards, letter head paper and to indicate if you wish to apply for a Council mobile phone.

Completed copies of all forms should be returned to the Democratic Services team. Electronic copies of documents should be returned to democratic@bromsgroveandredditch.gov.uk

Forthcoming Meetings

It is likely that you will be appointed to serve on a number of Committees as well as full Council. Committee appointments are considered and approved at the Annual Council meeting held in May. If you are a member of a political group, your group leader will notify you if you are appointed to serve on particular Committees.

A calendar of meetings is produced each year which highlights when meetings are due to take place. A copy has been included in the induction pack for your consideration. Please note that additional meetings may be booked during the year.

Once Committee appointments have been agreed, the Democratic Services team will send calendar invitations to you for your meetings.

Member Training

A significant amount of training has been organised for new and continuing councillors to attend. May, June and July are particularly busy months, with a number of training sessions due to take place. Members have agreed that the majority of this training should take place remotely, held on Microsoft Teams but Councillors will be expected to attend Planning and Licensing training in person.

Please note that the following training has been classified as mandatory for new Members to attend:

- Audit, Governance and Standards Committee Training
- Code of Conduct and Standards Training
- Data Protection and Safeguarding Training
- Equalities Training
- IT training including Cyber Security Training
- Licensing Committee Training (for Members of the Licensing Committee)
- Local Government Finance Training
- Mock Council meeting
- Modern.gov App Training (mandatory for any councillor who wishes to go paperless for meetings)
- Overview and Scrutiny Training
- Planning Committee Training (including mock Planning Committee – mandatory for Members and named substitutes appointed to the Planning Committee)
- Portfolio Holder Training (mandatory for new Portfolio Holders)
- Procurement Training
- Shareholders Committee Training (mandatory for members of the Committee and political group leaders)

Further information about the training that is available can be found in the Members' Induction Pack.

Members' ID Badges

All Members are provided with an ID badge. This badge will provide you with access to Redditch Town Hall. For security reasons, Members are asked to wear your ID badge at all times when attending meetings on Council business, including meetings held at Oakenshaw Community Centre and Arrow Valley Countryside Centre.

Members' ID badges should include a recent photograph of you showing your face and the tops of your shoulders. Please could you email a photograph of yourself that you would be willing to use on both the ID badge and on the Council's website. This should be emailed to Democratic Services at

democratic@bromsgroveandredditch.gov.uk by 10am on Wednesday 13th May. ID badges will be handed out by Democratic Services Officers to Members at Planning Committee training and subsequent meetings held in person.

Member Code of Conduct

All Members sign up to the Member Code of Conduct when you sign the declaration of acceptance of office. A copy of the Member Code of Conduct can be found in your induction pack.

The Worcestershire Member Code of Conduct applies at Redditch Borough Council. This is based on the Local Government Association's Model Code of Conduct and provides further information about the behaviour that is expected from Members when performing in the role of Councillor.

As part of abiding by the Member Code of Conduct, Councillors are expected to behave in a manner that corresponds with the Ten Principles of Public Life which are:

- Selflessness
- Honesty and Integrity
- Objectivity
- Accountability
- Openness
- Personal Judgement
- Respect for Others
- Duty to Uphold the Law
- Stewardship
- Leadership

Officer Support

As an elected Member you will come into contact with Officers employed by the Council to deliver services. The senior officers collectively comprise the Corporate Leadership Team (CLT). A document providing contact details and the photographs of the senior officers has been included in your Induction Pack to help you identify the officers that you are most likely to encounter.

At Redditch Borough Council, there is a tradition of 'Officer Buddies' being offered to new Members. These Officer Buddies are senior officers who can support new Councillors in your first few weeks by answering questions and signposting you to useful information. The Officer Buddies for each new Member will be announced at the Member Induction event on 11th May 2026.

Over time you may find that you want to speak to Officers at a range of levels within the organisation, particularly in relation to casework that you are investigating on behalf of residents. A list of key officer contact details have been provided in your induction pack for information. Please note that due to staff turnover, Officer contacts may change over time.