

Redditch Borough Council
Councillor Induction Pack 2026
Contents

1. Member Induction – Executive Summary
2. Personal Details Form – *to be completed and returned by all councillors as soon as possible. Please would returning councillors confirm details and what you are willing to have placed on the website.*
3. Request for Stationery
4. Members ICT Facilities – policy document – *to be completed and returned by those Councillors new to the Council in May 2026.*
5. Broadband claim form.
6. Financial Information - including
 - a) Bank Details Form - *Payment Details Form to be completed and returned by those new to the Council as soon as possible.*
 - b) Guide to Member allowances
 - c) Local Government Pension Scheme information
7. Parking Permit form and background information – *to be completed by new Councillors as soon as possible to enable you to park at the Town Hall when visiting the offices on Council business.*
8. Code of Conduct

Please note that the Register of Interests Form is to be completed **electronically**.

If you have queries about completing your form please contact the Monitoring Officer Claire Felton 01527 881429 c.felton@bromsgroveandredditch.gov.uk or Deputy Monitoring Officer, Nicola Cummings 01527 881613 nicola.cummings@bromsgroveandredditch.gov.uk

General information for councillors

9. General Information for Councillors
10. Directions to Oakenshaw and Map
11. Management Structure
12. Corporate Leadership Team
13. Democratic Services Team
14. Key Contacts for Members (including Contacts for Worcestershire Regulatory Services)
15. Calendar of Meetings 2026/27
16. Decision making structure chart
17. Induction and Training Programme 2026/27
18. Place Teams – information
19. Safeguarding Information / Data Protection for Councillors
20. Energy Advice Briefing Note
21. New Members Planning Weekly List note
22. Chairing Skills Workbook
23. Local Government Association (LGA) Guide to Handling Councillor Casework
24. Member Enquiries Guidance for Staff
25. Council Procedure Rules
26. New Member Meeting Protocols
27. Knowledge Bank Directory