**Buddying checklist**

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| --- | --- | --- | --- | --- |
| **Councillor** | |  | | |
| **Buddy** | |  | | |
| **Topic** | | | **Date completed / returned** | |
|  | iPad - set up & use | |  | |
|  | Phone - set up & use | |  | |
|  | Mod Gov – set up & use (agenda paper access / private papers (yellow pages or pink on screen) / calendar download / library) | |  | |
|  | Extranet | |  | |
|  | Register of Members’ Interests | |  | |
|  | Councillors’ private & confidential information | |  | |
|  | Councillors’ bank details | |  | |
|  | Councillor website profile | |  | |
|  | Stationery orders | |  | |
|  | Compulsory training dates – are they booked? | |  | |
|  | Optional training & briefing dates – are they booked? Do they know what is on offer? | |  | |
|  | Introduction to Service Areas – are they attending? | |  | |
|  | Meeting with Anita – do they want one? | |  | |
|  | Members’ Allowance – have they been paid? Do they know how to make a claim? | |  | |
|  | Ward Member CIL – do they understand the system and what they can do? Do they know about call-in? | |  | |
|  | Town Hall / Members’ Room /SAC – do they know their way around? | |  | |
|  | Are they happy with their Committee allocation? - if not explain how they change it via Group and then Council | |  | |
|  | Planning: call-in of delegated applications from the weekly list – do they understand what the process? | |  | |
|  | Planning: do they know how to view application details on the portal? | |  | |
|  | Council services – do they know how to contact? Phone directory / app / staff directory? | |  | |
|  | Do they know who the key officers are for their committees / areas of interest? | |  | |
|  | Committees – do they know how they operate? Are they confident about how to participate? | |  | |
|  | Council – do they know how it works? Are they confident about how to participate? | |  | |
|  | Constitution – can they find it? Do they know how to use it? | |  | |
|  | Council Companies and Joint Ventures | |  | |
|  | Partnerships / Oxfordshire Growth Deal | |  | |
|  | Outside Bodies – have they been appointed to one? Do they understand the role & responsibilities | |  | |
| **Councillors with known disabilities/ special requirements** | | | | |
|  | Is ICT arrangement acceptable? | |  | |
|  | Do they want / have they had a meeting with OH? | |  | |
|  | Do they need any other support in Members’ Room or Town Hall? | |  | |
|  | Do they know about the taxi account? | |  | |
|  | Does the member require a Personal Emergency Evacuation Plan (PEEP)? | |  | |
|  | | | | |
| **Buddying complete – review and sign off** | | | **Date** | **Initials** |
| Initial discussion | | |  |  |
| Before/after first committee meeting(s) | | |  |  |
| After 1 month | | |  |  |
| After 3 months | | |  |  |
| Buddying complete – review and sign off by Manager, Committee & Member Services | | |  |  |