**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 |  |  |