

## Buddying checklist

<b>Councillor</b>		
<b>Buddy</b>		
<b>Topic</b>		<b>Date completed / returned</b>
1.	iPad - set up & use	
2.	Phone - set up & use	
3.	Mod Gov – set up & use (agenda paper access / private papers (yellow pages or pink on screen) / calendar download / library)	
4.	Extranet	
5.	Register of Members' Interests	
6.	Councillors' private & confidential information	
7.	Councillors' bank details	
8.	Councillor website profile	
9.	Stationery orders	
10.	Compulsory training dates – are they booked?	
11.	Optional training & briefing dates – are they booked? Do they know what is on offer?	
12.	Introduction to Service Areas – are they attending?	
13.	Meeting with Anita – do they want one?	
14.	Members' Allowance – have they been paid? Do they know how to make a claim?	
15.	Ward Member CIL – do they understand the system and what they can do? Do they know about call-in?	
16.	Town Hall / Members' Room /SAC – do they know their way around?	
17.	Are they happy with their Committee allocation? - if not explain how they change it via Group and then Council	
18.	Planning: call-in of delegated applications from the weekly list – do they understand what the process?	
19.	Planning: do they know how to view application details on the portal?	
20.	Council services – do they know how to contact? Phone	

	directory / app / staff directory?	
21.	Do they know who the key officers are for their committees / areas of interest?	
22.	Committees – do they know how they operate? Are they confident about how to participate?	
23.	Council – do they know how it works? Are they confident about how to participate?	
24.	Constitution – can they find it? Do they know how to use it?	
25.	Council Companies and Joint Ventures	
26.	Partnerships / Oxfordshire Growth Deal	
27.	Outside Bodies – have they been appointed to one? Do they understand the role & responsibilities	
<b>Councillors with known disabilities/ special requirements</b>		
28.	Is ICT arrangement acceptable?	
29.	Do they want / have they had a meeting with OH?	
30.	Do they need any other support in Members’ Room or Town Hall?	
31.	Do they know about the taxi account?	
32.	Does the member require a Personal Emergency Evacuation Plan (PEEP)?	
<b>Buddying complete – review and sign off</b>		
		<b>Date</b> <b>Initials</b>
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		