

## **SUPPORTING MEMBERS**

### **PRINCIPLES**

The support to be provided to members must be subject to the following caveats:-

- Officers are employed by the council and are responsible to the council as a whole
- Officers cannot be required and must not undertake work of a political nature
- Officers must respect the confidentiality of some information that they may be exposed to

### **SUPPORTING MEMBERS CENTRALLY**

The Democratic Services team based in Trowbridge can offer/facilitate support in the following areas:-

#### A. ICT

ICT training will be given as part of the induction programme and following on from that equipment will be issued. This equipment will include a lap top and docking station, the option of a printer and other essentials. A broadband connection, or a monthly allowance to provide the same, will be provided together with the means to gain secure remote access to the Council's Network.

#### B. Member Development

Following the Member induction programme a detailed Member Development programme will be implemented. Members will be offered a personal development discussion which will enable you to discuss your training needs and find out about what training and development is available.

#### C. Allowances

All Members are entitled to a basic allowance to cover the costs of being a member. Expenses can also be claimed for travel and subsistence. Details of allowances and expenses are set out in the Members Allowances scheme within the Constitution.

#### D. Secretariat and Information

- Keeping members up-to-date with diary changes
- Booking onto any sessions from the Member Development Programme
- All Member conference arrangements including booking of places, hotel reservations, train tickets and arrangements for other transport.
- Providing Member Websites

- Monitoring and Maintaining individual members' declaration of interests' forms.
- Members briefings with key information and details of delegated decisions, links to minutes and agenda for forthcoming meetings
- A members intranet page with links to committee dates, planning applications, highways works or training opportunities

Members will also be provided with

- an identity badge;
- a pass card to gain entry to the offices in the Bythesea Road;
- a Council diary;
- a general retiring lounge known as 'the members' room';
- reasonable stationery requirements, including letterheads, business cards, envelopes, and pre-paid reply envelopes for correspondence with Council departments;
- car parking at Bythesea Road whilst attending official meetings;

### E. Accommodation

Each political group will have a group room and access to a docking station for a lap top, printer, telephone and photocopying facilities for us in connection with Council business.

There will also be specific accommodation provided for the Leader, the Cabinet, Scrutiny Members and the Chairman of the Council.

### F. Political group support

No dedicated support is provided to group leaders but photocopying can be provided in connection with group business at an agreed cost and correspondence/communications can be sent with official Council communications.

### G. Briefings/Seminars

A detailed list of forthcoming seminars will be maintained.

## **SUPPORTING MEMBERS LOCALLY**

The Democratic Services staff based in the office hubs will, subject to resources being available, support Members in their community leadership roles. This could include:-

## **APPENDIX 2**

- Assisting members in providing a two way link between the council and the community
- Supporting the representational role of members
- Arranging for office facilities to be made available