

ADLINGTON TOWN COUNCIL NEW COUNCILLOR - INDUCTION CHECKLIST	
Councillor Name	
Date of Appointment	
Clerk	
Requirement	Completed
Declaration of Acceptance of Office completed and signed	☐ Yes
Register of Interests completed and submitted	☐ Yes
Code of Conduct issued and acknowledged	☐ Yes
Access / System	Completed
Council email account created and accessed	☐ Yes
Access to document storage / shared drives	☐ Yes
Access to Council website backend (if applicable)	☐ Yes
Introduction to meeting calendar and committee structure	☐ Yes
Documentation	Issued
Standing Orders	☐ Yes
Code of Conduct	☐ Yes
Financial Regulations	☐ Yes
Scheme of Delegation (if applicable)	☐ Yes
Key policies (GDPR, Complaints, Safeguarding)	☐ Yes
Training / Resource	Completed
Directed to NALC/LALC induction training	☐ Yes
Clerk provided training dates and booking information	☐ Yes
The Good Councillor's Guide issued / link provided	☐ Yes
Orientation Activity	Completed
Overview of current priorities and projects	☐ Yes

Version Control

Version: 1.1 Dated: 17 August 2026

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Introduction to key partners (Chorley BC, LALC)	☐ Yes
Explanation of decision-making processes	☐ Yes
Overview of budget and financial responsibilities	☐ Yes
Buddy scheme	Completed
Buddy Councillor assigned	☐ Yes
Initial meeting held	☐ Yes
Follow-up check-ins scheduled	☐ Yes
Field	Entry
Induction completed on	
Signed (Clerk)	
Signed (Councillor)	

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