



District Councillor Induction Pack 2023

make your mark 

The logo for "make your mark" consists of a white, stylized 'X' inside a white square with a thin border, set against a purple background.

1. Welcome form	1 - 2
To be completed and submitted at the count venue	
(a) Welcome letter from Chief Executive	3 - 4
2. Documentation to be completed	5 - 6
The following forms are to be handed in at the Welcome/Induction Day on 10 May 2023, alongside completion of the Declaration of Acceptance of Office form in the presence of the Monitoring Officer	
(a) Personal details form	7 - 8
(b) Emergency contact details form	9 - 10
(c) Register of Interests form	11 - 16
(d) Notice to join a political group	17 - 18
(e) ID card application form	19 - 20
(f) Parking at WSH form	21 - 22
(g) Car park deduction form	23 - 24
(h) Councillor bank details form	25 - 26
(i) HMRC new starter form	27 - 30
(j) Electoral register request form	31 - 32
(k) Induction sessions attendance form	33 - 34
3. Member induction and development	35 - 36
Please refer to the Induction and Development Booklet for information when completing the attendance form for the post-election induction programme sessions (found within this pack at Section 2)	
(a) Induction and development booklet	37 - 48
4. How your council works	49 - 50
Initial information documents to signpost you to the relevant Council service. You will meet members of the Leadership Team and Localities Officers at the Welcome/Induction day on 10 May 2023	
(a) How your councils work	51 - 54
(b) Leadership Team structure	55 - 56
(c) Localities Officers	57 - 58
5. Meetings and decision making	59 - 60
In addition to the following guidance documents included within this section, attention is also drawn to the Council's constitution which can be found in full on the website – links to the constitution and specific sections are included within Section 6 of this pack	

(a) Calendar of meetings 2023/2024	61 - 64
(b) Decision making structure	65 - 66
(c) Guidance on making decisions	67 - 68
(d) Committee membership and information	69 - 74
(e) Member Code of Conduct	75 - 88
(f) Guidance on declaring interests	89 - 90
6. Supporting information and documentation	91 - 92
Supporting information has been included in this section for you together with a list of links to further resources on the Council's website and elsewhere on the internet	
(a) Guidance on Register of Interests	93 - 94
(b) How to download meeting dates	95 - 98
(c) How to access agenda papers	99 - 108
(d) Guide to using Find my Nearest	109 - 112
(e) Links to additional information and resources	113 - 114