

Welcome to West Suffolk Council

Congratulations on being elected to join West Suffolk Council (WSC), to ease your transition into your new position we have provided a pack containing all the necessary documents to get you started.

Please complete and return this form before leaving the Count Venue.

Surname	
First name(s)	
Preferred name	
Ward	
Phone (preferred number)	
E-mail (personal)	

As previously notified to all candidates, **all new and re-elected Members are required to attend** the following event, and therefore every effort should be made to attend.

Please tick to indicate which of the three sessions you will be attending:

West Suffolk Councillor Welcome and Induction: Wednesday 10 May 2023

Venue: West Suffolk House, Bury St Edmunds

Wed 10 May

West Suffolk House
Bury St Edmunds
10am-12noon

Wed 10 May

West Suffolk House
Bury St Edmunds
2pm to 4pm

Wed 10 May

West Suffolk House
Bury St Edmunds
6pm to 8pm

Please ensure you bring photographic ID with you to enable the Council to take a copy for their records, and please note the parking directions referenced in the Chief Executive's welcome letter at the front of your pack.

As part of your new position you will be issued with a West Suffolk Council ICT device of a 13" Laptop (with touchscreen tablet capabilities) at the Welcome and Induction session.

Re-elected Councillors are asked to bring their existing Council devices with them to exchange on 10 May.

West Suffolk Council also operates a Bring Your Own Device (BYOD) system. If you would like more information on using your own device (e.g. personal mobile phone) to access Council functions such as email, please bring this with you on 10 May where the ICT team will be able to advise further.

We'd be grateful if you could indicate here if this is something you are likely to seek further detail on

Lastly, please make a note of the key dates and times of other important forthcoming induction events, some of which require **mandatory** attendance and are set out in the Member Induction Booklet within your pack.

We will be asking you to confirm your attendance at some of the sessions on 10 May.