

Dear Councillor

Congratulations on being elected to West Suffolk Council.

I hope you received the letter I sent to all those who were nominated for election. This is an exciting time, and I very much look forward to welcoming you formally over the next few days and weeks.

This induction pack has been prepared to help you find out more about what we do as a Council. We appreciate there is a lot of information to take on board and with this in mind, we have prepared an induction programme for all Councillors. The details of this programme are included in the pack and I would very much encourage you to attend as many events as you are able to.

If you are planning to join us at the **Welcome/Induction Day on 10 May 2023**, we would be grateful if you could park in the Car Park on Olding Road if you're able to (see map below) and press the intercom to gain access. It is then just a short walk along Beetons Way to West Suffolk House. Please remember to bring a form of photo ID with you.

There will be an opportunity for you to complete your "Declaration of Acceptance of Office" form at the Welcome/Induction Day on 10 May 2023. This form must be completed by you within the presence of the Proper Officer for the Council, i.e. Teresa Halliday, Service Manager (Legal and Governance) and Monitoring Officer, within two months of the date of the election, i.e. by no later than 3 July 2023 or you will cease to be a Councillor. If you are unable to attend on 10 May 2023 then please contact Teresa at teresa.halliday@westsuffolk.gov.uk to arrange a convenient time to do this.

We are here to help you, if you have any questions, please do not hesitate to contact the Democratic Services team on 01284 763233 or democratic.services@westsuffolk.gov.uk.

I would like to meet all new Councillors in the first few weeks to welcome you to West Suffolk Council and will be in touch to arrange a convenient time; please bear with me, it will take a few weeks to get to meet all Councillors. If there is anything more urgent you would like to discuss in the meantime then please do contact my PA, Sophie Curley, on 01284 757001, or by e-mailing me at ian.gallin@westsuffolk.gov.uk and we will look to arrange a meeting as soon as we can.

Yours sincerely,



Ian Gallin
Chief Executive

