



Derby City Council

	Team	Democracy
	Contact	
Newly Elected Councillor for «Title» Ward	Our ref	AH/Welcome
	Email	
	Tel	
	Deaf people can text	07774 333 412
	Date	Friday 5 May 2023

Dear Councillor,

WELCOME LETTER – ELECTION AS A DERBY CITY COUNCILLOR

Congratulations on your election as a local councillor for «Title» Ward.

We recognise the dedication and hard-work that is required to reach this point and I hope you find opportunity to celebrate your electoral success over the coming days. Upon signing of your declaration of acceptance of office, your term will begin from Tuesday 9 May.

As an elected member, you will provide strategic direction and leadership to the Council whilst offering a vital link with those residents and communities the local authority is here to serve. Together with the Council's Corporate Leadership Team and colleagues in Democratic Services, we are looking forward to working with you throughout your term of office to achieve this.

Derby City Council has previously agreed a development programme to give you all the relevant information and training you need to undertake your role. Please endeavour to attend these sessions, the dates of which have previously been communicated to those representing political groups already established on the Council.

To ensure you can take up your role as quickly as possible, there are several formalities we need you to undertake within the first few days of your terms of office.

Please attend the Welcome Meetings detailed at **Appendix 1** – these provide an opportunity for you to gain access to key systems and resources associated with your role.

Democratic Services, The Council House, Corporation Street, Derby, DE1 2FS
derby.gov.uk

To view Derby City Council Privacy Notices please visit derby.gov.uk/privacy-notice



Please also complete the personal details form attached at **Appendix 2** to allow us to set-up your IT accounts and add you to the Council's payroll system without delay.

The full programme of Councillors' Induction and Training is detailed at **Appendix 3**. We strongly encourage all councillors to attend as many sessions as you are able, to ensure you have the skills and knowledge necessary to discharge your democratic and legal responsibilities.

If you require any reasonable adjustments to enable you to undertake your role as a councillor, please inform us as soon as possible so that we can provide further assistance.

Colleagues from Democratic Services will be on hand at the Welcome Meetings to answer any questions you may have. In the meantime, should you require further assistance please don't hesitate to contact me directly or speak with [REDACTED] n, Members' and Civic Services Manager, at [REDACTED] or by telephone on 01332 643652.

We look forward to meeting you at the sessions scheduled over the coming week.

Yours faithfully,

A handwritten signature in grey ink, appearing to read 'AJS Hough'.

Alex Hough
Head of Democracy

Appendix 1 - Welcome Meetings

To begin your induction process, you are invited to attend a *Welcome Meeting* on either **Wednesday 10 May** or **Thursday 11 May**, to be held at **4.00pm** at the Council House, Corporation Street, Derby.

Please contact the Members' Services team at members.services@derby.gov.uk or by telephone on 01332 643640 to book a space on either of these sessions.

The session will provide an opportunity for you to complete the following processes:

- Return your Personal Information forms attached at Appendix 2
- Have your photograph taken and receive your Council House access badge¹
- Undertake the Council House induction and fire evacuation training that is mandatory for all Derby City Council employees and councillors
- Complete a Disclosure and Barring Service (DBS) application form. To do so you will need to bring with you three separate forms of identification² – if you are able, we recommend bringing the following documents:
 - Driving licence
 - Passport
 - Utility bill or bank statement in your name
- Book an IT induction session for a later date to gain access to your networked accounts, collect your equipment and receive training on key Council systems.
- Collect your car parking permit for the Assembly Rooms and other city centre car parks.

Please report to the main reception on your arrival at the Council House a few minutes beforehand. A member of the team will show you to the meeting room.

A further *Welcome Evening* will be held on **Tuesday 16 May** at **6.00pm** in the Council Chamber which all councillors are strongly encouraged to attend. The session will provide an opportunity for you to meet the Council's Corporate Leadership Team and learn more about Derby City Council. At the session, you will also receive important information about the Councillors' Code of Conduct and the support services offered by Democratic Services.

¹ The photograph will only be used for the purposes of your ID card and formal photographs will be taken at the Annual General Meeting on Wednesday 24 May.

² Please review the online Government guidance on acceptable forms of identification for DBS applications or contact Members' Services for further support.

Appendix 2 – Personal Information

If you are newly elected to the Council, please complete the form below and bring it with you to your Welcome Meeting.

Without the information we will be unable to create an IT account, email address or pay the allowances to which you are entitled.

(a)	Full name	
(b)	Address including post Code	
(c)	Bank/Building Society name and address	
(d)	Account no/sort code	
(e)	Building Society sub reference (if required)	
(f)	National Insurance number	
(g)	Date of birth	
(h)	I am aged over State Pension Age (see note (i))	Yes No

Notes:

- (i) If the answer to question (h) is "yes", you will need to provide proof of age for example, an original birth certificate or passport.

Please be assured that any personal information you provide will be dealt with in accordance with the Data Protection Act and GDPR.

Appendix 3 – Councillor Training and Induction Programme

The Full Council has previously approved a programme of Councillor Training and Induction intended to equip you with the skills and knowledge necessary to undertake the wide variety of roles that councillors are expected to fulfil.

Prior to the Council's Annual General Meeting on Wednesday 24 May we offer a range of sessions intended for those who are new to local government.

The Council also holds an annual *Councillor Training Day* which this year will take place on **Monday 5 June**. The day provides an opportunity for you to complete all the training that the Full Council has previously identified as mandatory on a single occasion.

Depending on the committees to which you are appointed, there may be a requirement for further mandatory training. For example, if you are a member of the Planning or Licensing Committees you will be asked to complete additional training before you can participate in meetings.

Monthly dates are also set aside throughout the year to provide further opportunities for your training and development.

Please note, councillor attendance at training sessions is published on the Council's Democracy Portal and will therefore become a matter of public record. Whilst we recognise that you will have many commitments on your time, please prioritise attendance at those sessions that have been identified as mandatory.

MODULE	PARTICIPANTS	ATTENDANCE	WHEN	HOW	DAY	DATE	TIME	NOTES
Welcome to Derby City Council - Council House access, fire safety, collection of administrative information.	Newly elected Councillors	Compulsory	Induction - Week 1	In-person	Wednesday & Thursday	10 & 11 May	4.00pm – 6.00pm	Book via Members' Services on 01332 643640 or email members.services@derby.gov.uk; to be held in the Joseph Wright Meeting Room
Welcome from the Senior Leadership Team	Newly elected Councillors	Compulsory	Induction Evening	In-person	Tuesday	16-May	6.00pm	Undertaken simultaneously at Welcome Evening – held in the Council Chamber.
Code of Conduct & Working Together - essentials	Newly elected Councillors	Compulsory	Induction Evening	In-person	Tuesday	16-May	6.00pm	
Introduction to Democratic Services	Newly elected Councillors	Compulsory	Induction Evening	In-person	Tuesday	16-May	6.00pm	
Introduction to the Democracy Portal	Newly elected Councillors	Advisory	Induction - Week 2	In-person	Tuesday	16-May	12 noon-12.30pm & 2.00pm - 2.30pm	Book slot via Members' Services at Induction on 10 or 11 May – undertaken simultaneously as part of IT Induction.
The Councillor Portal – demonstration and set-up	Newly elected Councillors	Compulsory	Induction - Week 2	In-person	Tuesday	16-May	12.30pm - 1.00pm and 5.00pm - 5.30pm	
IT Essentials - collection of IT equipment, online meetings, telephony, council systems	Newly elected Councillors	Compulsory	Induction - Week 2	In-person	Tuesday	16-May	10.00am - 12.30pm & 2.30pm - 5.00pm	
Council, Democracy and Decision-Making – guide to the municipal year	Newly elected Councillors	Advisory	Induction - Week 3	Online	Monday	22-May	10.00am - 11.00am	
Annual General Meeting – procedures and protocols	Newly elected Councillors	Advisory	Induction - Week 3	Online	Monday	22-May	4.00pm - 5.00pm	
Personal Safety for Councillors – essentials	Newly elected Councillors	Compulsory	Induction - Week 3	Online		25-May	5.00pm - 6.00pm	
Cabinet & Portfolio Holder Briefings	Cabinet Members	Advisory	Following the AGM	TBC				
Shadow Cabinet & Portfolio Holder Briefings	Shadow Cabinet Members	Advisory	Following the AGM	TBC				
Decision Making, Deliberations and Determinations	All Councillors	Compulsory	Councillor Training Day	In-person	Monday	05-Jun	10.00am - 10.55am	
Safeguarding Children	All Councillors	Compulsory	Councillor Training Day	In-person	Monday	05-Jun	11.00am - 11.55am	
Safeguarding Adults	All Councillors	Compulsory	Councillor Training Day	In-person	Monday	05-Jun	12 noon - 12.55pm	
Code of Conduct and the Councillor/Officer Protocol	All Councillors	Compulsory	Councillor Training Day	In-person	Monday	05-Jun	2.00pm - 2.55pm	
Data Protection and Information Governance	All Councillors	Compulsory	Councillor Training Day	In-person	Monday	05-Jun	3.00pm - 3.55pm	
Introduction to Corporate Parenting	All Councillors	Compulsory	Councillor Training Day	In-person	Monday	05-Jun	4.00pm - 4.55pm	
Introduction to Planning	All Councillors	Advisory	Following the AGM	Online	Thursday	29-Jun	9.00am - 10.00am	
Introduction to Licensing	All Councillors	Advisory	Following the AGM	Online	Wednesday	28-Jun	10.00am - 11.00am	
Executive Decision Making and Scrutiny Skills	Cabinet and Executive Scrutiny Members	Advisory	Following the AGM	Online	TBC			
The Role of the Chair	Chairs and Vice Chairs	Advisory	Following the AGM	Online	TBC			
Introduction to Derby Homes	All Councillors	Advisory	Following the AGM	Online	Wednesday	28-Jun	5.00pm - 6.00pm	
Regulatory Training - Licensing	Committee members, Chair, Vice-Chair	Compulsory	Prior to scheduled Committee meetings	In-person	Thursday	29-Jun	4.30pm - 6.00pm	
Regulatory Training - Planning	Committee members, Chair, Vice-Chair	Compulsory	Prior to scheduled Committee meetings	In-person	Thursday	01-Jun	4.30pm - 6.00pm	
Audit, Financial Scrutiny and Local Government Finance	Committee members, Chair, Vice-Chair	Compulsory	Following the AGM	Online	Wednesday	14-Jun	9.00am - 10.00am	
Personal Safety for Councillors	All Councillors	Advisory	Councillor Training Evenings	Online	TBC			
Community Engagement and Locality Working	All Councillors	Advisory	Councillor Training Evenings	Online	Thursday	15-Jun	5.00pm - 6.00pm	

MODULE	PARTICIPANTS	ATTENDANCE	WHEN	HOW	DAY	DATE	TIME	NOTES
Understanding Equalities	All Councillors	Advisory	Councillor Training Evenings	Online	TBC			
Understanding the Climate Emergency	All Councillors	Advisory	Councillor Training Evenings	Online	TBC			
Online engagement and safely using social media	All Councillors	Advisory	Councillor Training Evenings	Online	TBC			
Housing and Homelessness	All Councillors	Advisory	Councillor Training Evenings	Online	TBC			
Derby Museums Trust	All Councillors	Advisory	Councillor Training Evenings	In-person	TBC			
Introduction to Cabinet EA Support	Cabinet Members	Advisory	Following the AGM	In-person	Wednesday	14-Jun	2.15pm - 2.45pm	