



Chief Executive & Town Clerk
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Date: 2 May 2024

Dear Councillor

Congratulations on your election as a Member of the City of Lincoln Council.

I would like to take this opportunity to highlight a number of matters, some of which are statutory requirements and will require your early attention:

1. Induction Days

A two-day induction is taking place for all newly elected councillors on Wednesday, 8 May and Thursday, 9 May 2024 in Committee Rooms 1 and 2, City Hall, Beaumont Fee, Lincoln, commencing at 9.00 am. These sessions will not be repeated so it is strongly recommended that you attend both days. Please arrive at the main entrance of City Hall on Orchard Street and a member of the Democratic Services team will greet you. Please call 01522 873370 if there are any issues. A copy of the induction programme for these two days is attached to this letter.

You will also have your photo taken on the first day of the induction for the Council's website.

2. Disclosable Pecuniary Interests (DPIs)

Within 28 days of your election, you are required to register your Disclosable Pecuniary Interests. A form is enclosed in your welcome pack for this purpose, together with guidance notes. Further information regarding DPIs will be provided as part of the induction programme.

3. Membership of Political Groups

The Local Government and Housing Act 1989 recognises that members of the Council may belong to political groups. There will be an opportunity for you to sign a group membership form via your Group Leader.

4. Councillor Information / Bank Details Form / Data Control Form

You will find enclosed within your pack, a *New Councillor Tick List*, *Data Control Form* and two payroll forms which you are asked to complete. Please return these forms on the first day of the induction.

If you require any business cards, please notify Democratic Services during the induction.

5. Annual Council Meeting – 21 May 2024

The first formal meeting of the Council is the Annual Meeting, which takes place on Tuesday, 21 May 2024 at The Guildhall, Saltergate, Lincoln, LN1 1DH, commencing at 11.00 am. The agenda will be sent to you in due course.

6. Access Control Arrangements (New Councillors)

Access to City Hall is controlled by an access / identification card. You will be issued with an identification card on the first day of the induction. You will also be issued with a permit to give you access to all City Council owned car parks. I have enclosed two car parking permits for the two days until you have been issued with your permit.

A name badge will also be ordered for you following the two-day induction.

7. Tour of the Guildhall

The Guildhall has been used since its construction in 1520, occupying the whole second floor of the Stonebow, and it hosts our full Council meetings. It houses numerous pieces of regalia, including the sword of Richard II, the Mayor's Chains of Office and the Mayor's posy ring.

As a newly elected councillor you are invited to a tour of the Guildhall. If you are interested in having a tour, please contact Kate Fenn, Civic Manager, via Kate.Fenn@lincoln.gov.uk.

8. Personal Safety for Councillors

The relationship between councillors and the communities they serve is at the heart of what being a councillor is all about. In order to be a successful councillor, you will need to understand the interests of your local community, which will usually be most effectively achieved by engaging directly with the public. The face-to-face contact when constituents can share problems and concerns is vital to making that relationship work. The Council has developed guidance, based on the guidance issues by the Local Government Association. A useful guide for keeping yourself and others safe is enclosed within your induction pack.

I look forward to meeting you at City Hall in the near future.

Yours sincerely

C Evans

Cheryl Evans

Democratic Services and Elections Manager