

New Councillor Tick list

This sheet is produced as a guide to the paperwork provided to new councillors. Please complete the form below and the attached forms as required. If you require any guidance or assistance, please feel free to contact Democratic Services by emailing democratic.services@lincoln.gov.uk, calling 01522 873370, or visiting City Hall.

CONTACT DETAILS

If you would prefer to collect Council post from City Hall please tick the box below. If you are happy for either your home or mobile telephone numbers to be given to the public please tick the relevant boxes. Any emails from council officers will be sent to your @lincoln.gov.uk address – any other email address provided will be used only if necessary and will not be provided to the public.

Name: _____

Postal Address: _____

☐ Collect post
from City Hall

Home Telephone: _____

☐ Public

Mobile Telephone: _____

☐ Public

Email: _____

Acceptance of Office ☐ Signed

You may have signed the register for the acceptance of office by elected members at the count venue immediately following your election. If not, this should be signed in the presence of an appropriate officer. If you are unable to attend on the induction days arranged, please contact Democratic Services.

Payroll Form ☐ Completed

Both sides of this form need to be completed in order to claim any member allowances to which you are entitled.

New Starter Form ☐ Attached

This form replaces the previous P46 form from HM Revenues & Customs.

Photograph ☐ Snapped

There will be an opportunity for you to have your photograph taken during your induction session. This can also be arranged for another time by request.

ICT/Paperless Working ☐ Signed

The Councillors' IT Policy covers, among other items, IT allowances and the manner in which the Council's IT equipment should be used. In order to make full use of the Council's IT facilities, this form and the paperless working should be signed and returned.

Data Controller ☐ Acknowledged

If you are handling the data of any residents, you are considered a data controller and will comply with data protection legislation.

Register of Interests ☐ Completed

The Register of Interests is maintained by Democratic Services and is a public document. It is essential that your interests form is filled in accurately and promptly and reviewed regularly.

Swipe Card ☐ Issued

A swipe card to access City Hall can be arranged through Democratic Services. This will usually be carried out as part of an induction session.

Printed Materials ☐ Requested

Business cards and ward surgery leaflets are printed on a set schedule. If you require any to be printed you should discuss this with Democratic Services.

Car registration number: _____

Councillors are entitled to use City of Lincoln Council owned car parks around Lincoln when carrying out council business. In order for a parking permit to be arranged, please fill in the registration number(s) of the car(s) you would like to use.