



Please ask for: Miranda Cannon
Direct line: 0116 454 0102
Our ref: MC/MR/PJ
Date: 5 May 2023

Dear Councillor

Congratulations on your election as a Member of Leicester City Council.

On behalf of the Council, I would like to take this opportunity to welcome you and share some key information about working with the council.

Welcome Reception

Firstly, you are invited to a reception on **Tuesday 9 May at 5.00pm** in Attenborough Hall, City Hall, Charles Street, Leicester LE1 1FZ, which will open with a short welcome by Alison Greenhill, Chief Operating Officer with introductions from myself, Martin Samuels, our Strategic Director Social Care and Education and Richard Sword, our Strategic Director City Development and Neighbourhood Services, followed by an opportunity to meet other Directors and fellow Councillors informally over light refreshments. Please confirm to the Member and Civic Support Team if you will be attending and whether you have any dietary or access requirements by calling 0116 454 6360 or emailing to members.services@leicester.gov.uk.

Declaration of Acceptance of Office as a Councillor

Immediately following your election, you will be requested to sign the Declaration of Acceptance of Office, which will be available on site at the Morningside Arena. If you didn't sign the Declaration before you left the premises, please contact the Member & Civic Support Team to make arrangements to do so as soon as possible. Please note that you are not able to perform any duties as a Councillor until you have signed the Declaration of Acceptance of Office.

Member Development Programme

The Member Development Programme is an annual programme of training sessions to assist Councillors in undertaking their role and covers a wide range of topics. The sessions are particularly beneficial for newly elected Councillors but if you are a returning councillor, I do encourage you to use the programme as a valuable opportunity to refresh your knowledge on key areas, as well as share your valuable experience with new councillors. The full programme for 2023 – 2024, which commences on 11 May 2023 will be sent to you by email and most sessions are held virtually - please make every effort to attend as many of the sessions as possible.

Data Protection

As an elected Member you will hold data about constituents for your ward work and are classed as data controllers and therefore subject to the General Data Protection Regulations 2016 and the Data Protection Act 2018. As a data controller, it's vital you understand the rules, or you could be liable for a fine and prosecution if you breach the Data Protection Act. As part of our Member Development Programme, you are invited to attend a Briefing for Councillors - Freedom of Information and Data Protection on **Thursday 11 May 2023 at 5.30pm**. The session will be held in the Presentation Suite, Ground Floor, City Hall and lasts approximately 1 hour and you are strongly recommended to attend.

Administration and Support

Within the next 48 hours, you will receive an email containing a link to our online Councillor Information Form. The form asks you to provide key information to allow us to set you up on the council system and it is essential that you complete the form as soon as possible please.

LEICESTER CITY COUNCIL

For new councillors, a council officer, from either the Democratic Services or Member and Civic Support Teams, will be assigned to you to act as a first point of contact to assist you in routing enquiries, understanding the organisation and corporate approach. This officer will be in contact with you during week commencing 9 May 2023.

The Member and Civic Support team provide general support on an ongoing basis and more information about what they can offer will be detailed in an Information Pack, which you will receive in due course.

And finally – a couple of dates for your diary

On **Thursday 18 May 2023**, the Annual Meeting of Council and Election of the Lord Mayor will be held at the Town Hall at 5pm, followed by a reception at City Hall. An invitation will follow very soon, and as this is a formal meeting of the Council you will also receive the agenda / summons requiring your attendance. The main purpose of the meeting is to elect the incoming Lord Mayor for the Mayoral year to May 2024 but will also be an opportunity for you to be introduced and welcomed formally to council. The meeting will also consider business in relation to setting up the formal Committees for the municipal year ahead.

On **Thursday 6 July 2023**, the next full meeting of council will take place.

We very much look forward to seeing you at the Welcome Reception. Please be aware that the council offices will not be open on Monday 8 May, due to the Bank Holiday, but if you have any immediate queries, please email the Member and Civic Support Team at members.services@leicester.gov.uk who will pick up messages as soon as possible.

Yours sincerely



Miranda Cannon
Director of Delivery, Communications and Political Governance