



**EAST  
CAMBRIDGESHIRE  
DISTRICT COUNCIL**  
THE GRANGE, NUTHOLT LANE,  
ELY, CAMBRIDGESHIRE CB7 4EE  
Telephone: Ely (01353) 665555  
[www.eastcambs.gov.uk](http://www.eastcambs.gov.uk)

District Councillor

*This matter is being dealt with by:*

Tracy Couper

Telephone: 01353 616278

E-mail: [tracy.couper@eastcambs.gov.uk](mailto:tracy.couper@eastcambs.gov.uk)

My Ref: TC/CE

Your ref

5 May 2023

Dear Councillor

1) Notice of Election/Acceptance of Office

Congratulations on your election as a District Councillor. I enclose a formal notice of your election as a Member of East Cambridgeshire District Council and would draw your attention to the reference in it to a declaration of acceptance of office. Section 83 of the Local Government Act 1972 requires that such a declaration must be made prior to your taking up your duties as a Councillor.

It is desirable that your declaration is made today or within the next few days in case you are approached by members of the public for advice or assistance on any matter in your capacity as a Councillor.

The Chief Executive, Mr John Hill, is also very keen to have an informal meeting to welcome you as a newly elected Councillor to the Council. Please contact his Personal Assistant, (01353 616271), to arrange a mutually convenient appointment.

2) Next Meeting of Council / Appointment to Committees

After an election, full Council has to review the proportionality and membership of the Council. Seats on Committees/Sub-Committees are allocated to political groups in proportion to their overall numbers on the Council. You will need to officially sign up to a political group to be appointed to any Committees/Sub-Committees. The relevant Group Leader for the political group you wish to join has a copy of the form. Council then will formally appoint Members to sit on particular Committees/Sub-Committees at the next meeting of Council on 25<sup>th</sup> May 2023.

3) Members Code of Conduct/Councillor's Registration of Interests and Gifts and Hospitality

As a Councillor, you are required to abide by the Members Code of Conduct which outlines the standards and conduct expected of Councillors. Training will be provided to you on this and other relevant matters as part of the Member Induction Programme.

The Localism Act 2011 also requires that all Members must register their financial and other interests. This register is held by the Director Legal and Monitoring Officer,

Maggie Camp, must be put on the Council's website and the paper version is open to general inspection by the public on request. IT IS A CRIMINAL OFFENCE TO GIVE FALSE OR MISLEADING INFORMATION. A copy of the Members Code of Conduct and Registration of Interests form is included in this pack.

**You must return your Registration of Interests form within 28 days of election.**

This will include, for example, any monies you or your spouse/partner have received as part of your election campaign, as this falls under the heading of "sponsorship". Any changes to a Member's interests must also be notified in writing to the Monitoring Officer within 28 days of those changes.

Interests should also be declared when a relevant matter is being discussed at any Council meeting and the appropriate declaration and/or withdrawal be made at the time. If you need any help or guidance on this or what to put on your Registration of Interests form, please contact the Director Legal and Monitoring Officer, Maggie Camp, or myself as Deputy Monitoring Officer.

4) Failure to Attend Meetings

I have to remind you of the provisions of Section 85 of the Local Government Act 1972, which make clear that if a Member fails throughout a period of six consecutive months from the date of his or her last attendance, to attend any meeting of the Authority, he or she shall, unless the failure was due to some reason approved by the Authority before the expiry of that period, cease to be a Member.

5) General Information

Enclosed is a range of important information and forms relating to your role as a Councillor. These are detailed in the schedule at the end of this letter. **A number of the forms need to be completed and returned within the deadlines stated on them.**

6) New Members Induction

A copy of the Member Induction Programme scheduled for Friday 12 May and Tuesday 16 May 2023 is included in Section 4 of the Handbook. This will be useful as an introduction to new Members and also for returning Members, given the new Committee and Management structure of the Council. **Please inform us, by return, via E-mail [democratic.services@eastcambs.gov.uk](mailto:democratic.services@eastcambs.gov.uk) or phone 01353 616336, whether or not you will be attending the two Member Induction days.**

7) Personal Information

A form requesting personal details is enclosed. This is to enable us to provide insurance cover, to pay your allowances and to provide the information you wish to make available to local people. **Please return it to Democratic Services as soon as possible and by Friday 12 May 2023.**

8) Access and Car Parking at The Grange, Ely

Entry to the car park and Council offices at The Grange, Ely are controlled by a passcard (contained in this pack for new Members). To gain access, place the card with the arrow on the front pointing upwards on the pads provided next to the car park barrier and internal entry doors. Without your card, access to The Grange will be through the main entrance and Reception during normal office hours. Spaces are coned-off in the rear car park adjacent to the back of Ely Museum for Members' use on meeting days.

9) Identity Cards

The Council provides Identity Cards for Members and requires a photograph of all Councillors to use for official purposes. Arrangements will be made for your photograph to be taken by the Reprographics Manager.

10) Members Allowances Scheme & Members IT Scheme

An elected Member is entitled to certain allowances under the Council approved Scheme – the details of which are in Part 6 of the Council's Constitution (a link to the page for the Constitution on the Council's website has been provided below). Of specific interest will be the Members Information and Communication Technology Scheme. Under the scheme, Councillors have the option of either being provided with IT equipment from the Council or claiming expenses for the use of their own equipment. There is a maximum **taxable** allowance if you decide not to have Council IT equipment. The Council's ICT team will be providing information as part of the Induction Programme on IT equipment and training needs. Any Council IT equipment will have to be subject to security settings, to protect any confidential/personal data that you may obtain as part of your role.

<https://www.eastcambs.gov.uk/council-and-democracy/councils-constitution>

Finally, I would like to welcome you to the District Council. I hope you enjoy your time with us as a Member and if my staff or I can help you in your capacity as a Councillor in any way, please feel free to contact me.

Yours sincerely

Tracy Couper  
Democratic Services Manager and Deputy Monitoring Officer

# SCHEDULE OF CONTENTS

## 1. MEMBER'S ELECTION PACK (CLEAR PLASTIC WALLET)

### **ESSENTIAL FORMS AND INFORMATION - REQUIRING AN IMMEDIATE RESPONSE**

Notice to Person Elected as a District Councillor

Declaration of Acceptance of Office **(to be completed on day of election)**

Members' Code of Conduct

Register of District/Parish/Town Council Member's Disclosable Pecuniary Interests and Other Interests Form **(must be completed and returned within 28 days of election)**

Personal Information Form **(to be completed and returned ASAP and by Friday 12 May 2023 – if you would like an electronic version E-mailing to you, for your completion and return, please contact [democratic.services@eastcambs.gov.uk](mailto:democratic.services@eastcambs.gov.uk))**

HM Revenue and Customs New Starter Form **(to be completed and returned to enable entry onto Council's Payroll System for payment of Member Allowances)**

Member Induction Programme **(Please advise Democratic Services, by return, via E-mail [democratic.services@eastcambs.gov.uk](mailto:democratic.services@eastcambs.gov.uk) or phone 01353 616336, whether or not you will be attending the two Member Induction days)**

Councillor Induction and Training Dates 2023

Calendar of Meetings

Entry Passcard for The Grange and Car Park **(new Members only)**

## 2. MEMBERS INFORMATION HANDBOOK (SEPARATE TO CLEAR PLASTIC WALLET)