

Civic Offices, New Road, Grays  
Essex RM17 6SL

Elections Office

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Email: [electoral.services@thurrock.gov.uk](mailto:electoral.services@thurrock.gov.uk)

13 April 2023



Dear 

### **Thurrock Borough Council ~ Post-Election Arrangements 2023**

I am writing to you following your nomination as a candidate in the election to Thurrock Council on Thursday 4 May 2023. The purpose of this letter is to outline some of the arrangements that the council has put in place for the successful candidate in the period immediately after the election.

At the count, if you are the successfully elected candidate as a councillor for Thurrock Council, you will be required to sign the 'Declaration of Acceptance of Office'. This document must be signed before you undertake any council duties whether or not you are newly elected or re-elected as a Councillor, including attending any Council meeting and undertaking your roles and responsibilities as a Councillor. This is a requirement by law for you to sign and failure to do so will mean your seat will become vacant.

The Declaration of Acceptance of Office form will be provided to you at the count to sign and witnessed by council officers.

As a Councillor of Thurrock, you must adhere to the Councils Code of Conduct for Councillors, which you are encouraged to read and familiarise yourself with beforehand, and the Council Constitution on how the council operates and makes decisions.

Copies of these can be found by going to the following links:

<https://www.thurrock.gov.uk/sites/default/files/assets/documents/constitution-chap07-part03-v12-1.pdf>

<https://www.thurrock.gov.uk/sites/default/files/assets/documents/constitution-202302-v12-1.pdf>

If you are the successful candidate, you will be invited to contact the team in Member Services by telephone (01375 366322 or 01375 366324) or e-mail [Members.Services@thurrock.gov.uk](mailto:Members.Services@thurrock.gov.uk) to arrange a time to come into the Civic Offices following the election on 4 May 2023 to go through the logistical arrangements. You will be provided with a security pass, have a tour of

key areas within the Civic Offices and be given relevant details for payment of allowances, IT equipment and related training.

After the local elections, we will be holding a members induction session that all elected members must attend. It will take place on Wednesday 10 May 2023 from 10am to 1pm, and we will be holding a 'meet and greet' session with officers from 3pm. If you are the successful candidate, you will be invited to these events.

To assist you in understanding your roles and responsibilities as a councillor, the council will put on a training programme for all new and existing Councillors that you should attend. The programme will provide you with information and support you require to enable you to undertake your role.

On the night if elected, officers will obtain your personal email address to enable you to complete the Data Protection Training required of members. Once you have met with the Members Services team and HR forms have been processed, your IT equipment will be provided to you.

You are required to complete the mandatory Data Protection training before undertaking your role as a Councillor and to be able to be issued with the Council IT equipment.

Please confirm your attendance at the induction session on Wednesday 10 May 2023 to Democratic Services by e-mail [direct.democracy@thurrock.gov.uk](mailto:direct.democracy@thurrock.gov.uk) at your earliest convenience.

Finally, a key date for the diary is Annual Council on Wednesday 24 May 2023 at 7.00pm. This meeting will see the appointment of the Mayor, appointment of elected members to the various council committees and the agreement of the calendar of meetings for the forthcoming municipal year.

In the meantime, if I can assist in answering any questions that you may have about the post-election arrangements or any other matters, please do not hesitate to contact me.

Yours sincerely

A black rectangular box redacting the signature of the Returning Officer.

**Returning Officer**