

Civic Offices, New Road, Grays  
Essex RM17 6SL

Chief Executives Office

E-mail: [REDACTED]

4 May 2023

Councillor

Dear Councillor

### **Thurrock Borough Council – Congratulations and Welcome**

Congratulations on being elected as a member of Thurrock Council. I would like to take this opportunity, on behalf of everybody connected with the authority, to welcome you to the Council.

You are invited to contact Members 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. The purpose of this meeting will be to go through the logistical arrangements, provide you with your security pass, tour key areas within the Civic Offices and complete relevant details for payment of allowances. It is envisaged that this will take a maximum of one hour.

Part of this process will include checking completion of the Data Protection training required to release IT equipment to you, processing HR forms and other relevant information. Please allow time for forms to be processed and the necessary IT accounts to be created.

On signing of the Declaration of Acceptance office, you agree to comply with the Code of Conduct. You will also be supplied with a copy of the Council's information security policy and must abide by it. For this purpose, please find enclosed a copy of the Members Code of Conduct and the Council Information Security Policy.

All elected members must attend a mandatory induction session. This will be held on Wednesday 10 May 2023 from 10am-1pm at the new Civic Offices, CO3, Committee Room 1. We are also holding a 'meet and greet' at 3pm. These sessions will provide the opportunity for all members to meet directors and officers. There is also a member training programme which, as an elected councillor, we would expect you to prioritise.

To help us make the logistical arrangements, please confirm your attendance for the induction session taking place on Wednesday 10 May 2023 as soon as possible. This should be communicated to [REDACTED] Senior Democratic Services Officer by e-mail [REDACTED] at your earliest convenience.

Please note a key date for the diary is Annual Council on Wednesday 24 May 2023 at 7.00pm. In this meeting we 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.

Congratulations again on being elected to Thurrock Council. I look forward to working with you.

Yours sincerely

[REDACTED]  
**Managing Director Commissioner**