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5 May 2023

To all new councillors

Dear Councillor

### New Members Information Pack 2023

Congratulations on your election to Derbyshire Dales District Council. This is an exciting time, and I very much look forward to welcoming you formally over the next few days and weeks.

This induction pack has been prepared to help you find out more about what we do as a Council. We appreciate there is a lot of information to take on board and with this in mind, we have prepared an induction programme for all Councillors. The details of this programme are included in the pack and I would very much encourage you to attend as many events as you are able to.

Please note the following dates and times in your diary for the Member Induction:

Date	Location	Event
Tuesday 16 May from 5.30 p.m. to 8.00 p.m.	Council Chamber Matlock Town Hall	<b>Admin and Logistics</b> <ul style="list-style-type: none"><li>• Signing of Declaration of Acceptance of Office</li><li>• Collection of ICT Equipment</li><li>• Introduction to Member Support and Development</li><li>• Introductions to key officers in Democratic Services and Corporate Leadership</li></ul>
Thursday 18 May from 10.00am to 4.00pm (lunch provided)	Council Chamber Matlock Town Hall	<b>The Fundamentals</b> <ul style="list-style-type: none"><li>• Introduction to the Council</li><li>• How the Council works</li><li>• Roles, responsibilities and the Code of Conduct</li><li>• Mock Council Meeting</li></ul>
Thursday 23 May from 4.00 p.m. to 8.00 p.m.	Council Chamber Matlock Town Hall	<b>The Bigger Picture</b> <ul style="list-style-type: none"><li>• Presentations from each Director (supported by their Service Managers) on the different functions / teams within the Council</li><li>• Town and Parish Councils focusing on how to support and link with them</li><li>• Effective Ward Councillors</li><li>• Community Leadership Fund</li></ul>

**Paul Wilson, MCD, Dip TP, Dip Mgmt, MRTPI**  
**Chief Executive**

Town Hall, Bank Road, MATLOCK, Derbyshire DE4 3NN

For general enquiries telephone 01629 761100 or visit [www.derbyshiredales.gov.uk](http://www.derbyshiredales.gov.uk)

Dates for further sessions arranged to take place after the Annual Meeting of the Council, which is scheduled for Thursday 25 May 2023.

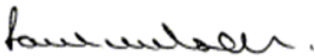
Please find enclosed a copy of the District Council's Member Induction Handbook 2023. This has been prepared to provide you with an easy-to-read, quick reference guide to some basic information on the Derbyshire Dales, the Council and what you need to know in these first few weeks.

Councils are required by the Equality Act to make "reasonable adjustments" to accommodate the needs of disabled councillors. Please let us know by Friday 26 May 2023 if you have any access needs which we should take into account to support you in your role (for example, hearing loops or room layout).

The enclosed pack also contains a number of short administrative forms which we ask to complete and return as soon as possible and by Tuesday 16 May 2023 at the latest. This will help us issue your Councillors ID badge and avoid delays with payment of your allowance. Please return these forms to the Committee Team at Matlock Town Hall or email [committee@derbyshiredales.gov.uk](mailto:committee@derbyshiredales.gov.uk)

Once again, congratulations on your election and I look forward to working with you.

Yours sincerely,



Paul Wilson  
Chief Executive