



Legal and Democratic Services

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Our Ref:
Your Ref:

Date: XX XX 2010

Dear Candidate

Code of Conduct, Register of Interests, Members Induction Day

The Council has adopted the attached Code of Conduct for all elected members and Co-Optees. You may not act as a Councillor until you have signed a declaration of acceptance of office, which includes an under taking to comply with this Code. An opportunity to do this is provided on the Induction day. It is also a legal requirement that if you are elected in the May elections you will have to complete and return to me the Register of Interest form within 28 days of the election.

If there is any part of the Code of Conduct or the Register of Interests that you would like to have advice on before the elections please contact myself or the Deputy Monitoring Officer, Susan Sale.

All newly elected Members of the Council will be offered an Induction Day which is currently being arranged. Annual Council will be held on 20 May starting at 7 pm. If you would like further information please contact Julia Smith. Successful candidates in the elections will receive a letter on 10 May or soon after with key dates, information and timetable.

In the mean time there may be questions you may want to ask regarding your potential role as a Councillor, the table overleaf sets out members of staff who will be pleased to assist and answer any questions you may have:

Officer	Designation	Information	Contact details
Jeremy Cook	Executive Head of Legal and Democratic Services and Monitoring Officer	Code of Conduct Information	jeremy.cook@worthing.gov.uk 01903 221028
Julia Smith	Democratic Services Manager	Members Support, Induction Day	Julia.smith@worthing.gov.uk 01903 221150
Susan Sale	Legal Services Manager and Deputy Monitoring Officer	Code of Conduct Information	susan.sale@worthing.gov.uk 01903 221119

Yours sincerely

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