

MEMBER PROTOCOL ON INVOLVEMENT IN OTHER WARDS

(amended at Constitution & Democratic Services Committee 30th June 2021)

1. Introduction

1.1 Sometimes as a Member, you might become involved in a ward other than your own. If this is at the invitation of the local Member, there is no problem. For example, you could be approached to act by a colleague because they have a conflict of interest or would like some help.

However, if the involvement in another ward is because of a direct approach by a resident or on your own initiative, this is potentially contentious. This protocol has been written to help you. "Local Member" means the Councillor(s) who represent the ward. "Local issue" means within a ward and not wider.

2. Exceptions to the protocol

2.1. The following are not seen as local issues for the ward member(s) alone:-

- a) Pursuing something as a prospective Senedd or Parliamentary candidate.
- b) Involvement because of a role you have on other public bodies or organisations rather than as a member of Flintshire.
- c) Acting because of your role as a Cabinet Member or as Chair or Vice Chair of the Council.
- d) Canvassing at election times.
- e) Pursuing a County-wide issue or a Council-wide policy.
- f) Where you have been contacted because of an item to be considered at a meeting of the County Council or of a Committee which you sit on.

3. Procedure to be followed

3.1. When, on your own initiative, you wish to (or have been asked to) pursue an issue outside your ward, then - before doing so and out of courtesy- you should inform the local Member(s). Agreement between the non-ward member and ward members(s) will be required as to the next steps.

3.2 If subsequently pursuing this with officers, you must explain why you are involved. Officers approached in this way will be expected to inform the local Member(s) of the approach and how they have dealt with the issue. Officers can become 'caught in the middle' where this happens.

3.3. Where you have been approached by a resident or body about a local issue not in your ward, you should:-

- a) Explain that you are not the local Member(s) and say who the local Member(s) is/are.
- b) If the resident or body still wants you to pursue the matter, you should inform the local Member(s) as a matter of courtesy of the approach that has been received, (see also section 3.1).

3.4 Particular care should be taken when commenting on issues on social media relating to other Member's wards

4. Monitoring

4.1. If you do need to act outside your own ward, please notify Member Services of the local issue so that a record is kept of all such occasions. Where Members are thought to be acting contrary to this protocol, the issue will be flagged up with their Group Leader for discussion.

Breaches of the protocol will be reported annually to the Standards Committee as part of a report monitoring compliance.