

Appendix 1

MEMBER PROTOCOL FROM 2011

Introduction

1. This protocol has been drawn up pursuant to a decision of the Constitution Committee and has been approved by it.
2. The protocol applies to the situation where a Member becomes involved in a local ward issue when the Member is not the local Member for that ward. This may arise where the Member is approached by a resident or an organisation or where the Member on his/her own initiative becomes involved in a local ward issue.
3. The practice of a Member becoming involved in local ward issues when not the local Member led to a Notice of Motion being submitted to the County Council meeting of the 7 September 2010 and the Council referring it to the Constitution Committee.

Definitions

4. For the purpose of this protocol "local Member" means the County Councillor or one of the County Councillors who represent the ward where the local issue arises.
5. For the purposes of this protocol "local issue" means an issue that relates only to a part of Flintshire and does not fall within paragraph 6 below.

Issues that are not local issues

6. The Constitution Committee believes that for the purposes of this protocol the following are not to be regarded as local issues:-
 - a) Issues the Member is pursuing in his capacity as prospective Assembly or Parliamentary candidate.
 - b) Issues which the Member is pursuing by virtue of a role the Member has on other public bodies or organisations rather than as a member of Flintshire.
 - c) Issues the Member is pursuing as a result of the Member's Executive role or as Chair or Vice Chair of the Council.
 - d) Where the Member is canvassing at election times.
 - e) Where the Member is pursuing a County-wide issue or a Council-wide policy.
 - f) Where the Member is involved because the local Member has a conflict of interest or a prejudicial interest and that Member has asked the Member to act as local Member.
 - g) Where the Member is being contacted because of an item to be considered at a meeting of the County Council or of a Committee the Member sits on.

Procedure to be followed

7. Where the Member on their own initiative wishes to pursue a local issue then before doing so as a matter of courtesy they should inform the local Member(s). In subsequently pursuing the issue with any Council officer the Member must make clear to the officer that they are not the local Member. Officers approached in this way will be expected to inform the local Member(s) of the approach they have had and of how they have dealt with that approach.

8. Where the Member has been approached by a resident or body about the local issue the Member should:-

a) Explain that he is not the local Member(s) and indicate who the local Member(s) is/are.

b) If following a) the resident or body still wants the Member to pursue the matter the Member to inform the local Member(s) as a matter of courtesy of the approach that has been received.

Monitoring

9. In both paragraph 7 and paragraph 8 above the Member should notify Member Services of the local issue they are involved in so that a record is kept of all such occasions. This record will annually be reported to the Standards Committee.