

**1. SECTION 5 – LOCAL MEMBER CONSULTATIVE CHARTER**

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The Council is committed to providing its Elected Members with accurate, helpful and timely consultation, advice and information in relation to any matters of any significance or sensitivity which relate to their particular Electoral Division and where circumstances render it appropriate to involve a Local Member.

- 1.1 The Senior Leadership Team and Heads of Service will be continually vigilant to identify such matters and ensure that Local Members are informed accordingly. This will also include any matter which could impact upon the neighbouring areas of other Members.
- 1.2 The Senior Leadership Team and Heads of Service will ensure that all correspondence/enquiries from Local Members are dealt with promptly and if necessary Members will be kept advised of progress.
- 1.3 The Senior Leadership Team and Heads of Service will ensure that, where the Council's Constitution allows, Local Members will be invited to meetings and receive the necessary documentation.
- 1.4 Any matter of significance or sensitivity which relates to a particular Electoral Division or Divisions will be discussed with the Local Member(s) concerned before being submitted for consideration by Council or other Council Body. This will provide the opportunity for early awareness and allow a local perspective to be obtained.
- 1.5 The Senior Leadership Team and Heads of Service will regularly brief appropriate Members on service and partnership issues and developments and will use such occasions to help identify any potential local issues.
- 1.6 Details of any petitions received which relate to matters in a particular Electoral Division will be sent to the Local Member concerned. In addition, copies will also be provided to the Leader. Local Members will be kept informed on the progress/outcomes of such petitions.
- 1.7 Copies of all correspondence with MPs and MEPs which relate to matters in a particular Electoral Division will be sent to the Local Member concerned. In addition, copies will also be provided to the Leader.
- 1.8 The Senior Leadership Team and Heads of Service and staff will ensure that as much local service information as possible is provided to local Members.
- 1.9 Services will provide every Member with an Officer contact guide for the services they provide, including where appropriate local contacts.

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- 1.10 Wherever appropriate, Services will make Local members aware of and invite them to service events and activities in their area. This will include strict adherence to the arrangements that have been agreed for the official opening/launch of Council projects, schemes, exhibitions etc.
- 1.11 In certain instances, both Members and Officers will receive an enquiry which relates to a matter in a particular area. In order to ensure consistency of approach in these circumstances, Officers will agree with the Member(s) concerned a single response to such enquiries.
- 1.12 As part of a continual review of the Charter's effectiveness, the co-operation of Members is sought in the responsible use at all times of advice and information that is provided to them, and Members are encouraged to advise Officers of the information requirements and of any local circumstances or sensitivities which might have a bearing on the Council's work.