

LOCAL COUNCILLOR CONSULTATIVE CHARTER

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

1. Directors and staff will be continually vigilant to identify such matters and ensure that Local Councillors are informed accordingly.
2. Directors will ensure that all correspondence/enquiries from Local Councillors are dealt with promptly and if necessary Councillors will be kept advised of progress.
3. Any matter of significance or sensitivity which relates to a particular Ward will be discussed with the Local Councillor(s) concerned before being submitted for a decision by the Executive or other Council Body. This will provide the opportunity for early awareness and allow a local perspective to be obtained. However, it does not prevent the Executive or officers from considering such matters in advance of a formal recommendation or decision as this consultation is required only when a settled intention to proceed with an option or options affecting the Ward have been reached.
4. Directors and staff will regularly brief appropriate Executive Councillors on service and partnership issues and developments and will use such occasions to help identify any potential local issues.
5. Details of any petitions received which relate to matters in a particular Ward will be sent to the Local Councillor(s) concerned. In addition, copies will also be provided to the Leader. Local Councillors will be kept informed on the progress/outcomes of such petitions.
6. Subject to any restrictions caused by commercial, legal or personal confidentiality, copies of all correspondence with Parish/Town Councils and the Local Government Ombudsman which relate to matters of any significance or sensitivity in a particular Ward will be sent to the Local Councillor(s) concerned.
7. Subject to any restrictions caused by commercial, legal or personal confidentiality, copies of all correspondence with MPs and MEPs which relate to matters in a particular Ward will be sent to the Local Councillor concerned. In addition, copies will also be provided to the Leader.
8. Access Selby will provide every Councillor with an Officer contact guide for the services they provide, including where appropriate, local contacts.
9. Wherever appropriate, Access Selby will make Local Councillors 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.
10. In certain instances, both Councillors 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 Councillor(s) concerned a single response to such enquiries.

11. As part of a continual review of the Charter's effectiveness, the co-operation of Councillors is sought in the responsible use at all times of advice and information that is provided to them, and Councillors 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.