

Appendix 1 – Member Protocol on Involvement in Other Wards

MEMBER PROTOCOL ON INVOLVEMENT IN OTHER WARDS

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, this shouldn't be an issue, for example, you could be approached to act by the local member because they have a conflict of interest, and there is no other member in the ward.
- 1.2 However, if the involvement in another ward is because of a direct approach by a resident, 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 Caerphilly CBC.
 - c) Acting because of your role as a Cabinet Member or as Mayor or as Deputy Mayor.
 - d) Canvassing at election times.
 - e) Pursuing a county borough-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 Where you have been approached by a resident about a local issue not in your ward, you should:-
 - a) Explain that you are not the local Member and refer them to the local Member(s) to deal with the issue.
 - b) If the resident 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 and your intended involvement. If an officer will be involved with the issue, you must provide a signed authority from the resident to the relevant Director or Head of Service that they wish you to act on their behalf.
- 3.2 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 the Monitoring Officer of the local issue so that a record is kept of all such occasions. Where Members are acting contrary to this protocol, the issue will be flagged up with their Group Leader for discussion. Repeated breaches of the protocol may lead to a complaint to the Standards Committee.

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