

**No Surprises Protocol**

- a) Local Members have a crucial role to play in representing the District Council in the electoral wards, responding to the concerns of their constituents, in meetings with partners and serving on external bodies and organisations.
- b) It is absolutely essential for the proper running of the Council that Members should be fully informed about matters on which they may be required to make decisions or which affect their electoral wards.
- c) It is the duty of each Chief Officer to ensure that all relevant staff are aware of the requirement to keep local Members informed and that the timing of such information allows Members to contribute to those discussions. Local Members should also be kept informed about matters affecting their wards during the formative stages of policy development.
- d) Wherever a public meeting is organised by the Council to consider local issues, all Members representing the electoral ward(s) affected should, as a matter of course, be invited to attend.
- e) Similarly, whenever the Council undertakes any form of consultation exercise, the local Member(s) should be notified at the outset of the exercise with every opportunity to be involved in helping to form the content of any consultation material.
- f) Members should also be notified of the outcomes of the consultation.
- g) The Corporate Management Team should regularly monitor Members satisfaction with the No Surprises Protocol.
- h) Town Council's be consulted on items relevant to their geographical area.