

WYRE FOREST DISTRICT COUNCIL

CABINET MEETING
26TH MARCH 2009

Recommendations from the Corporate Services Scrutiny Committee
5th March 2009

Recommendations from the No Surprises Review Panel

The Committee considered a report from the Chairman of the No Surprises Review Panel which detailed the recommendations from the Review Panel.

Recommended to Cabinet

1. **An awareness campaign be arranged for officers and members for “Think Local Member”. This would include posters and possibly a sticker which would remind Officers to inform Members on what was happening in Council wards.**
2. **An abbreviated copy of the Council phonebook be made available to all Members.**
3. **A quarterly item be added to the Members Bulletin asking for feedback to go to the Strategy, Partnerships & Communications Manager.**
4. **The No Surprises Protocol be amended and the updated copy is attached as Appendix 1.**
5. **Officers be requested to include all Council events and activities on the media planner which is on the Council’s intranet.**
6. **The responses to the No Surprises questionnaire be included in the Members Bulletin.**
7. **A standing item on the Members No Surprises Protocol be included in the monthly Core Brief.**

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.**