



WEST BEDLINGTON TOWN COUNCIL

County Councillor Protocol Policy **West Bedlington Town Council**

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Protocol for Town and County Councillor Communications

The Town Council has long held the view that close working between town and county councillors benefits the whole community. West Bedlington Town Council is covered by two county council electoral divisions: Bedlington West and Bedlington Central, which are each represented by a county councillor.

It is the practice of the Town Clerk to communicate informally with each county councillor on an ad-hoc basis to discuss matters of joint interest, supported by regular joint meetings of the Council Chair, Town Clerk and county councillors.

To further strengthen working between town and county councillors, the following draft protocol is suggested:

- When a town councillor has an issue raised with them by a member of the public that is within the responsibility of Northumberland County Council, the town councillor should take contact details and advise the member of the public that they should contact the county councillor directly.
- As a matter of courtesy, these details should be passed to the county councillor with a copy to the Town Clerk.
- The county councillor will endeavor to acknowledge receipt as soon as possible.
- Once the matter has been referred to the county councillor, the issue is their ownership, and they are responsible for any required action.
- Any future contact by the member of the public to the town councillor should be directed to the county councillor with a copy to the Town Clerk.