

## Arrangements for Notification of Members

### 1.0 Notification

1.1 Where in the Council's Scheme of Delegation, Standing Orders, Terms of Reference, Scheme of Allowances or elsewhere there is a requirement to notify Members of any matter or matters, this shall be done in the manner set out below:

1.2 Either:

1.2.1 Written details shall be sent to the last address notified to the Director of Health and Corporate Services by the Member.

or

1.2.2 Details shall be posted electronically on a 'Website' to which all Members have access.

1.3 In the case of written details the period for notification shall be calculated from the next working day after posting of the details. In the case of 'electronic' notification the period shall be calculated from the first working day on which the details appear on the Web Site.

1.4 Where there is a requirement for notification but no period is specified the period for notification shall be set at 10 days.

### 2.0 Consultation

2.1 Where in the Council's Scheme of Delegation, Standing Orders, Terms of Reference, Scheme of Allowances or elsewhere there is a requirement to consult with a specified Member or Members the consultation may be verbal (in person or by telephone) or in writing.

2.2 In the event that the Member required to be consulted cannot, after reasonable efforts, be contacted then if delay would adversely affect the Council or any third party, the officer seeking to consult may consult with an alternative Member as specified below:

<b>Consultee</b>	<b>Alternative Consultee</b>
Leader of the Council	Deputy Leader or any Portfolio Member
Appropriate Portfolio Member <b>Consultee</b>	Any Portfolio Member <b>Alternative Consultee</b>
Chairman of Committee	Vice-Chairman of Committee
Leader of Political Group (or Non-Group Spokesman or woman) Local member	Deputy Leader of Political Group (or Deputy Non-Group Spokesman or woman) Any member of the same political group or in the case of a non-group Member any other non-group Member (if possible)

representing the same, an adjoining or a nearby Ward).