

## **MS and MP Protocols**

### **1. Correspondence**

There is a strongly held view that CJC matters raised by constituents should be dealt with by members of the CJC, but if a constituent insists on pursuing a matter with an MP/MS, then the following protocols will apply:

- (a) Queries or requests for information about the constituency matter, or any other local authority matter, should normally be made in writing to the Chief Executive.

A copy of the letter from the MP/MS will be made available to the CJC members, and notification of receipt of the letter shall be given to the Chief Executive of a constituent council where the matter affects their locality but not if it concerns a personal or confidential matter involving the constituent

A copy of the letter and draft response will also be forwarded to the Chair of the CJC. The final response, as agreed, will be sent by the Chief Executive. This will also be copied to all members of the CJC.

This protocol will apply to all MP/MS regardless of what constituency they represent.

### **2. Meetings**

- (a) Requests for meetings should normally be made in writing to the Chief Executive
- (b) If an MP/MS contacts the Chief Executive for a meeting on specific local authority matters, or where it is proposed to MP's/MS's that a meeting be held, the Chief Executive and Chair of the CJC will be informed to determine whether such a meeting is to be held and who should be in attendance
- (c) If an MP/MS contacts a member of the CJC direct, or if one of those members proposes a meeting, then the

Chair of the CJC and Chief Executive will similarly be informed.

### **3. Invitations/Visits**

Any invitations to an MP/MS to an event or visit organised by the CJC will be agreed first by the Chair and Chief Executive

NOTE: The reference to MP/MS also includes their staff; or any prospective candidate (MP/MS).