



**AGENDA ITEM NO: 13**

**DUNDRY VIEW NEIGHBOURHOOD PARTNERSHIP**

**28<sup>th</sup> September 2015**

**Report from:** Terms of Reference sub group  
**Title:** Neighbourhood Partnership Terms of Reference

**Officer presenting report:** Emily Smith

**Recommendation:**

- a) To **Adopt** the amended Terms of Reference for the Dundry View Neighbourhood Partnership.
- b) To **Adopt** the amended Election process for the Dundry View Neighbourhood Partnership.
- c) To **Adopt** the amended Code of Conduct for the Dundry View Neighbourhood Partnership.

**1. Background**

- 1.1 At the June 2015 Neighbourhood Partnership meeting it was agreed that a small group would work on the terms of reference on behalf of the partnership and bring a draft copy back to the Partnership by December 2015 for agreement.
- 1.2 The group made up of 3 residents, 1 councillor and the Neighbourhood Partnership Co-ordinator met in August to review and make changes to the Terms of Reference.

**2. Documents**

- 2.1 Draft Terms of Reference (appendix 12a)
- 2.2 Draft Election Process (appendix 12b)
- 2.3 Draft Code of Conduct (appendix 12c)



## **Dundry View Neighbourhood Partnership**

### **Terms of Reference**

**Reviewed August 2015**

#### **1. Name**

a. The name of the Neighbourhood Partnership shall be Dundry View Neighbourhood Partnership and it will cover the wards of;

1. Bishopsworth
2. Hartcliffe
3. Whitchurch Park

#### **2. Purpose**

The Dundry View Neighbourhood Partnership (hereafter “the NP”) aims to

Improve the quality of life for residents in the neighbourhood so that satisfaction levels increase, and to also increase civic pride, community cohesion and community involvement by:

- Developing and delivering a local Neighbourhood Partnership Plan based on local priorities and need
- Developing local solutions to local problems wherever possible
- Encouraging public, private, community and voluntary organisations to work together to deliver improvements to residents’ quality of life
- Tackling deprivation and discrimination in the neighbourhood, and promoting equality of opportunity for all those living or working there
- Considering proposed decisions of the Neighbourhood Committee and influencing them to use resources to best meet the needs of the neighbourhood linked to the Neighbourhood Plan
- Receiving reports from service delivery bodies and influencing service priorities within the neighbourhood in accordance with identified needs and priorities
- Actively engaging with local people across the neighbourhood, seeking their views and active participation in improving their quality of life. This includes seeking the views and participation of residents that are hard to reach
- Co-ordinating community engagement in the area to progress the NP Plan and improve service delivery
- Considering regularly the results of community engagement activities, ensuring that wherever possible action is taken in response to the

issues raised

- Work across borders with other NPs, and Unitary Authorities to address shared issues and take up opportunities together/

**We Value:**

- Community pride, protecting our public realm and making it better
- Respect, courtesy and compassion
- Aspiration, energy, enthusiasm and creativity
- Personal responsibility and accountability
- ‘Grass-roots’ action
- Diversity

**3. Membership of the Neighbourhood Partnership**

Neighbourhood Partnership (NP)	No.	Name
(i) All ward councillors	6	<ul style="list-style-type: none"> <li>• Kevin Quartley (Bishopsworth)</li> <li>• Richard Eddy (Bishopsworth)</li> <li>• Mark Brain (Hartcliffe)</li> <li>• Naomi Rylatt (Hartcliffe)</li> <li>• Helen Holland (Whitchurch Park)</li> <li>• Timothy Kent (Whitchurch Park)</li> </ul>
(ii) Representatives from each ward (Equal in number to that of the councillors per ward)  <i>(must be residents of the ward they are representing)</i>  <b>All of these names are already members of the NP as at AGM 29 July 2015</b>	6	<ul style="list-style-type: none"> <li>• Diana Porter (Bishopsworth)</li> <li>• Vacant (Bishopsworth)</li> <li>• Lorraine Horgan (Hartcliffe)</li> <li>• Robert Giles (Hartcliffe)</li> <li>• Geoff Woodburn (Whitchurch Park)</li> <li>• Vacant (Whitchurch Park)</li> </ul>
(iii) Member from the Theme Groups:  <b>Highways&amp;Transport Pride of Place Health and Well Being (if not already represented)</b>	3	<b>To be confirmed</b>
(iv) <b>Other members as decided by the NP</b>  Business Voluntary sector	4	<b>Nominations put forward from each grouping</b>

- 3.1 All members of the NP must agree to abide by the Code of Conduct at all times. All Council Elected Members will also abide by the Local Government Code of Conduct for Members.
- 3.2 All Members of the NP, except elected councillors, will be expected to live or work in the neighbourhood concerned.
- 3.3 The Partnership may co-opt up to two non-voting members during the year to provide specialist expertise from the time of the appointment to the next Annual meeting.
- 3.4 The quorum for meetings of the Neighbourhood Partnership will be one half of voting members, to include at least two ward councillors and two other members.
- 3.5 Observers are always welcome at Neighbourhood Partnership meetings, which are public partnerships, subject to the capacity of the venue.

#### **4. Officers of Statutory Bodies**

4.1 The following officers are expected to attend all meetings of the NP in a non-voting capacity to provide support and assistance.

- Bristol City Council Neighbourhood Partnership Coordinator (or their representative)
- Democratic Services Officer

4.2 The following officers shall be invited to attend some meetings of the Neighbourhood Partnership in a non-voting capacity to provide information if aspects of the agenda are relevant to them, or if invited by the Neighbourhood Partnership.

- The Neighbourhood Police Inspector (or their representative)
- NHS Bristol
- Avon and Somerset Fire and Rescue
- A representative of the most relevant Children and Young People's Partnership (CYPP)
- Other bodies such as the Environment Agency, Registered Social Landlords

#### **5. Neighbourhood Committees**

5.1 Neighbourhood Committees are committees of Bristol City Council. They comprise the councillors elected to serve the wards within the Neighbourhood. Neighbourhood Committee meetings will normally take

place jointly with meetings of the Neighbourhood Partnership. All Neighbourhood Committee members will also be members of the Neighbourhood Partnership.

- 5.2 Neighbourhood Committees have delegated power to take a range of council decisions relating to their respective Neighbourhoods (eg. expenditure of certain council budgets). Neighbourhood Partnerships may consider matters that are to be decided by its Neighbourhood Committee and may seek to influence the Neighbourhood Committee as to how it exercises its powers. The Neighbourhood Committee must take into account any relevant views of the Neighbourhood Partnership, but the final decision is taken by the councillors in the Neighbourhood Committee.

## **6. Working arrangements**

- 6.1 The Neighbourhood Partnership will meet in public at least four times per year, but may choose to meet up to 6 times per year.
- 6.2 One of these meetings will include an Annual Meeting, for which the quorum shall be at least 50% of voting members (Based on 50% of actual members not spaces).
- 6.3 The Neighbourhood Partnership will elect a Chair and Vice Chair from its membership at the Annual meeting, by simple majority of those present and eligible to vote. (In the event of a tie, each shall take each office for 6 months.)
- 6.4 The Partnership may elect other officers as it decides are required (eg treasurer, secretary etc.)
- 6.5 The Partnership may establish working groups, task groups etc as required and not limited to Neighbourhood Partnership members only.
- 6.6 Minutes of the meetings will be taken by Bristol City Council officers and made public (on the website of both the Council and Bristol Partnership) of the Partnership meeting.
- 6.7 An agenda showing time and place of the meeting will be published (as above) at least two weeks prior to the Partnership meeting.
- 6.8 All meetings will be open to the public, unless there is a specific reason (such as data protection).



## **Process for election of residents to Dundry View Neighbourhood Partnership**

The Neighbourhood Partnership has agreed that residents wishing to sit on the Neighbourhood Partnership as Resident Members should be elected by those they seek to represent.

- In line with the terms of reference for the Neighbourhood Partnership, there will be an equal number of resident representatives per ward to that of ward councillors. (Currently this is two per ward)
- The elections will be held as part of the Neighbourhood Forum (Normally the forum prior to the NP AGM) and the NP may augment this by encouraging voting through local means such as a postal voting system

### **Dates of Fora as appropriate**

- The vote will take place by ballot paper and by individual ward. Only people living in a particular ward shall be eligible to vote for the nominees from that ward. Each resident has voting papers equivalent to that of spaces up for election. That is, one vote per NP Member space (you can only vote once for any one person) and you do not need to use all your votes
- The ballot box will be sealed and stored securely. Votes will be cast in private and will be counted by Bristol City Council staff, in the presence of an independent observer, during the public meetings
- Voting will take place between 6.30pm and 9.00pm on the dates above. Results will be communicated at the end of each of the Forum meetings.

- Successful candidates will not have their position ratified until the next NP AGM meeting. Their term will begin from the moment their role is ratified.

## **Nominations**

- An open invitation to nominate oneself or another resident along with a poster inviting nominations and publicising the process will be distributed to the Neighbourhood Partnership mailing list and advertised on the website and in local libraries, venues and noticeboards. This will include an overview of the responsibilities involved.
- Nominees will complete a nomination form, which will include a description of the role and what is involved. Nominees will submit a statement, introducing themselves, their interests and their reason for wanting to be involved and how they will fulfil their role.
- Nominees are eligible to stand if they are;
  - 1) a resident in the ward in which they are standing
  - 2) are willing to declare any interests
  - 3) can fulfil the role as outlined in the role description
- Closing date for nominations will coincide with publicity deadlines to enable nominations to be announced across Dundry View Neighbourhood Partnership

## **Publicity**

- Nominees and details of how to vote will be advertised on the website, in local libraries, venues, notice boards and via the local newsletter (Wham).
- NP staff will then publicise the elections, nominees and an open invitation to vote at the public meetings, through the Neighbourhood Partnership mailing list, (Wham) and outreach work.

## **Voting**

- Voting will take place at each Neighbourhood Forum meeting and by postal voting
- Residents will have to either attend the Neighbourhood Forum in which they live to vote for their representative or send their votes in prior to the Forum date.

- If those nominated equal or are less in number than the vacant places within a Ward they will be elected unopposed, which means an election will not take place.

### **Elected NP Members**

1. Once elected Members will remain in office for a term of up to 4 years to coincide with full Bristol City Council election year
2. Ward NP Members can stand for re-election
3. All Ward NP Members are expected to live in the wards they represent
4. Once elected, Ward NP Members will take part in an induction process.
5. Once elected, Ward NP members will be required to make a formal declaration of interest.

### **Role of Ward NP Member**

1. The Role of a Ward NP Member is to actively attend meetings, research information, work with service providers, make recommendations to the Neighbourhood Committee, promote the work of the Neighbourhood Partnership and Neighbourhood Fora, and in some cases (e.g. The Working Group for Older People) co-ordinate some activities.
2. Ward NP Members will be expected to attend all of the fora in their ward and all of the NP meetings
3. Ward NP Members will not send substitutes if they cannot attend meetings
4. Ward NP Members will also be expected to be active members of at least one Working Group and may be asked to chair or take notes

If a Ward NP Member resigns the vacant place can be offered on a co-opted basis to a resident of that ward with voting rights. The co-opted resident can then stand for election at the next opportunity,(forum and ratified at next NP) to stay in office until the next full NP elections.

**Disputes:** An independent observer will investigate any disputes regarding the election process.

**Below is a sample, letter of invitation to become a member, a sample nomination form and poster.**





Dear Resident

The Dundry View Neighbourhood Partnership (NP) is a body that aims to improve the quality of life for residents living in the wards of Bishopsworth, Hartcliffe and Whitchurch Park. Comprising local councillors, resident Members and officers from Bristol City Council and other agencies, it aims to find local solutions to local problems. This is an exciting time for NPs. The whole process is currently undergoing a significant change, with each NP launching its own action plan, which will result in extra resources, and increased responsibilities and decision-making powers for NPs.

If you wish to stand for election to be a resident Member on the NP, please read the attached documentation. Elections for new NP Members are due to take place at the next round of Neighbourhood Forums in April. If you are interested in either standing yourself or nominating another resident (you should check they are willing to stand), you are invited to complete the attached forms.

Enclosed you will find:

- Details of the election process we will be following
- A nomination form, which needs to be completed and returned by .....
- A copy of the Neighbourhood Partnership Terms of Reference
- Information on Neighbourhood Partnerships

All elected NP Members are expected to accept the following responsibilities

- You will need to attend Neighbourhood Partnership meetings on a quarterly basis.
- You will need to attend Neighbourhood Forum meetings in your own ward, also on a quarterly basis.

- You will need to take part in feeding back outcomes to the Neighbourhood Partnership meetings and Neighbourhood Forums (quarterly) and other meetings/groups with which you may be involved within your community. Sub groups include an Environment (monthly), Highways (bi-monthly) and a Health (monthly). There is also a grants panel (quarterly) which makes recommendations on projects to fund from the Neighbourhood Partnership budget.
- You will need to make a declaration of interest when joining the Neighbourhood Partnership and at any time during the term of service should your situation change.
- You will be expected to take an active role in other working groups, take part in an induction and other training and development as and when required.
- On average you will commit to 1-2 hours per week but this will vary week to week.

I would also remind you that you are entitled to vote at the election.

Please encourage your friends and neighbours to vote too!

Thank you again for your interest.



**Name of NP**  
**NEIGHBOURHOOD PARTNERSHIP**  
**Resident Ward Membership Elections (state year)**  
**Closing date for nominations is .....**

**NOMINATION FORM**

**Candidate's details**

**Title:** (e.g. Mrs, Mr, Ms, Miss) .....

**Full Name:** .....

**Address:** .....

.....

**Postcode:** .....

**Telephone Number:**

**Email:**

NB. If you are nominating another person to stand as a candidate, have you checked that the candidate wishes to stand for election to the NP? **(Y/N)**

If you are nominating another person, please provide your contact details:

Name:

Address:

Tel No & email:

---

**Tick ward in which you wish to stand (Your address must be in the ward)**

Bishopsworth

Hartcliffe

Whitchurch Park

**CONSENT TO NOMINATION**

I/the above named person, consent to my nomination and agree to stand for election. I confirm that, to the best of my knowledge, the information provided on (and with) this form is accurate.

Signed

Date

.....

**Please use a separate sheet if required and clearly mark the question that the sheet(s) refer to.** If your application to become a Neighbourhood Partnership Member is agreed, we will use this information to produce a NP member profile to help promote the Board to residents.

**1. What, for you/your organisation, are the key issues affecting residents in the neighbourhood?**

**2. Statement**

In no more than 250 words, please explain why you are interested in being a representative on the Neighbourhood Partnership. You should refer to any skills you have, any groups you belong to, initiatives you are involved with and past experience etc. We particularly encourage new people who have so far no been involved in the NP. Please continue overleaf if necessary.

*The Neighbourhood Partnership reserves the right to edit any election statement that exceeds the word limit, may cause offence, is factually inaccurate, or contains libellous material. You are advised to use as much of the word allocation as possible to give residents the best impression of your ideas*

3. As a NP ward member, a key role will be to tell people what is happening in your neighbourhood. Tell us how you hope to achieve this?

**For more information phone Emily Smith 0117 9037723**

**Please return form to:**

**Neighbourhood Partnership Coordinator**

**Management Suite**

**3<sup>RD</sup> Floor Brunel House**

**St George Rd**

**Bristol**

**BS1 5UY**

**or email it to; [emily.smith@bristol.gov.uk](mailto:emily.smith@bristol.gov.uk)**

## Equalities Monitoring Form

Equalities monitoring enables the Council to check that everyone in the city is accessing the services to which they are entitled and that no-one is discriminated against unlawfully. Information provided will be treated **confidentially** and in accordance with the Data Protection Act 1998 and only used to ensure that everyone is treated fairly. All questions are voluntary and it will not make any difference to the service you receive if you do not answer them. However, by answering the questions you will help us to ensure that our services are fair and accessible to all.

### How would you describe yourself?

#### Age

Under 18  18 – 35  36-65  Over 65  Prefer not to say

#### Gender

Female  Male  Prefer not to say

#### Transgender

Yes  No  Prefer not to say

#### Ethnicity

White British background  Other White background   
Black and minority ethnic background  Prefer not to say

#### Religion / Belief

Do you have a religion or belief? Yes  No  Prefer not to say

#### Disability

Are you disabled? Yes  No  Prefer not to say

#### Sexual orientation

Are you lesbian, gay or bisexual  heterosexual (straight)

Prefer not to say

I do not wish to provide any of the information requested on this form



# **Notice of elections for Neighbourhood Partnership Ward Members**

## **Name of Neighbourhood Partnership**

Are you active within your community? **Would you like to become a resident member for your ward at the Neighbourhood Partnership (NP)?** NPs are increasingly influential as a focus for community needs and aspirations. As well as making many important decisions, your NP has spent over **£1m** in the last 5 years on a huge range of projects including new playgrounds, traffic schemes, help for younger and older residents, and many other community projects. This is your chance to get involved in these decisions

**We are holding elections to decide the Ward NP Members within each ward of the Neighbourhood Partnership.**

Closing date for nominations: **Date**

The elections will be held as part of the next round of Neighbourhood Forums:

## **Dates of forums**

If you would like information about how you can make a positive contribution and become a ward Member on the NP, please contact **Neighbourhood Partnership Coordinator** at: **name @bristol.gov.uk** or phone (Tel: **0117**). Or visit the NP website:

**NP website address**

# Dundry View Neighbourhood Partnership Code of Conduct

## August 2015

<p><b>1. Values</b></p>	<p><b>All members of the Neighbourhood Partnership (NP) must abide by the following fundamental values, that underpin all the activity of the NP:</b></p> <p><b>Accountability</b> – Every decision and action undertaken by the NP will be able to stand the test of scrutiny by residents, Bristol City Council (BCC) (councillors and officers), service providers, the media, and any other interested party.</p> <p><b>Integrity and honesty</b> – All members of the NP are expected to undertake all duties (within the NP and externally) with integrity and honesty, and to always act within the law.</p> <p><b>Transparency</b> – The NP will maintain a practice of openness and will ensure that as much as possible of its work is available to public scrutiny.</p> <p><b>Equality</b> - All members of the NP agree to eliminate discrimination, harassment, victimisation, and advance equality of opportunity between people from different groups and foster good relations between people from different groups in the NP</p> <p><b>Respect and Courtesy</b> – All members of the NP are expected to be respectful and courteous when representing the NP.</p> <p><b>Councillors Code of Conduct for Members.</b> This is currently set out in item 6 of the Neighbourhood Committee Terms of Reference:</p> <p><b>6. Code of Conduct</b></p> <p>6.1 Neighbourhood Partnership councillors shall comply with the Bristol City Council Elected Members’ Code of Conduct and any other code of conduct or protocol relating to the conduct of councillors which may be adopted by the council (eg. officer member protocol).</p> <p>Full code of conduct can be found:</p> <p><a href="http://www.bristol.gov.uk/sites/default/files/documents/council_and_democracy/councillors/cs-constitution-part5-code-of-conduct-for-members.pdf">http://www.bristol.gov.uk/sites/default/files/documents/council_and_democracy/councillors/cs-constitution-part5-code-of-conduct-for-members.pdf</a></p>
<p><b>2. General Conduct at all Neighbourhood Partnership-related meetings and events</b></p>	<p><b>Anyone attending NP-related meetings and events should – :</b></p> <ul style="list-style-type: none"> <li>• Be courteous to all others during the meeting and allow each other the opportunity to speak</li> <li>• Speak through the Chair and respect their role as meeting leader</li> <li>• Keep to the subject being discussed</li> <li>• Follow the guidance of the Chair in the conduct of the meeting</li> </ul> <p><b>Personal attacks, harassment, bullying, offensive and abusive comments are not acceptable.</b> Substantial breach of any of these</p>



	points will result in the offender being asked to leave the meeting by the Chair or NPC.
<b>3. NP Members and members of NP sub-groups - Conduct at meetings</b>	<p><b>NP and subgroup members agree to:</b></p> <ul style="list-style-type: none"> <li>• Abide by agreed governance procedures and practices</li> <li>• Support the person chairing the meeting to do their job and respect their role as meeting leader</li> <li>• Keep to the subject being discussed</li> <li>• Engage in debate and/or voting in meetings according to procedure, maintaining a respectful and courteous attitude toward the opinions of others</li> <li>• Not bully or intimidate any other member of the NP.</li> <li>• Accept a councillor vote on devolved budgets as decisive and final</li> </ul>
<b>4. NP Members and members of NP sub-groups - Conflicts of Interest</b>	<p><b>Conflicts of interest:</b></p> <ul style="list-style-type: none"> <li>• All members of the NP will act in the best interests of the NP.</li> <li>• All members of the NP will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.</li> <li>• All members will submit to the judgement of the NP and do as it requires regarding potential conflicts of interest</li> <li>• NP members must not personally gain, materially or financially, from their role as member of the NP.</li> </ul>
<b>5. NP members - Protecting the reputation of the NP</b>	<p><b>Protecting the reputation of the NP – members:</b></p> <ul style="list-style-type: none"> <li>• Shall not misrepresent the decisions and discussions of the NP. Where a decision requires clarification, it shall be provided by the chairperson. Where a member's statement or position is unclear or disputed, that member must be consulted for clarification through the chairperson before any other member discusses it with any public forum (including the media).</li> <li>• Must strive to uphold the reputation of the NP when speaking as a private citizen</li> <li>• Must respect organisational and individual confidentiality.</li> <li>• Must own decisions made by the NP, and do not publicly criticise other NP members.</li> <li>• Must refer any enquiries via the Chair and Neighbourhood Partnership Coordinator should an enquiry occur outside of a NP meeting</li> </ul>
<b>6. Email and Social media</b>	<p><b>When using email or social media, all of the above codes of conduct apply</b></p> <p><b>All communications</b> should be simple, factual and formal, and not emotive, defensive or accusing.</p>

	<p>Direct communications to the appropriate person and avoid multiple 'copies to'. Remember that email is a formal method of communication and avoid sending emails in haste or in anger.</p> <p>You must not use emails or social media to:</p> <ol style="list-style-type: none"> <li>a. Defame or disparage the NP or any person</li> <li>b. Harass, bully or unlawfully discriminate against any person</li> <li>c. Make false or misleading statements; or impersonate anyone</li> <li>d. You must not express opinions on behalf of the NP using emails or social media, unless expressly authorised by the NP in a public meeting</li> <li>e. You must not post comments of a sensitive nature</li> <li>f. You must not reveal any confidential information</li> </ol>
<p><b>7. NP members – Good Practice</b></p>	<p><b>Good practice. NP members should:</b></p> <ul style="list-style-type: none"> <li>• Strive to attend all NP meetings, giving apologies ahead of time to the chairperson (or NP contact officer) if unable to attend</li> <li>• Study the agenda and read all NP papers sent prior to meetings and be prepared to debate and/or vote on agenda items during the meeting</li> <li>• Continually seek ways to improve good practice at meetings</li> <li>• Strive to establish respectful and courteous relationships with all people (internal and external to the NP) they come into contact with in their role as an NP member</li> <li>• Inform the chairperson in advance, in writing, if they wish to resign from the NP</li> <li>• Participate in NP training and development</li> </ul>
<p><b>8. In the event of a Breach to this Code of Conduct.</b></p>	<p><b>Breaching the Code of Conduct</b></p> <ul style="list-style-type: none"> <li>• If a member of the NP breaches the Code of Conduct at a meeting the Chair or the relevant Bristol City Council Officer will intervene and may ask the member to leave the meeting.</li> <li>• If a member of the NP should know of, or become aware of, any breach of this Code of Conduct by another member they should notify the Chair or the NPC.</li> <li>• Breaches of the Code of Conduct may also be brought to the attention of NP by others who are not members of NP.</li> <li>• Any breach of the Code of Conduct brought to the attention of the NP, or of which NP becomes aware, will be considered under the NP Complaints and Grievances process</li> </ul> <p><b>Complaints and Grievances Process. NP Members</b></p>

- Complaints and grievances relating to conduct can be raised with the Chair of the NP, the Neighbourhood Partnership Coordinator (NPC) and/or the Area Neighbourhood Manager (ANM).
- Complaints and grievances will be considered and investigated by the NP Chair, the NPC and/or the Area Neighbourhood Manager. Investigation will include exploration with all relevant parties.
- If the complaint is about the Chair, they may be asked to stand down for the duration of the investigation.
- The party who the complaint is against will then be sent details of the alleged breach in writing and will be given 14 days to respond to the NP.
- The NP shall meet after this time to consider the breach and decide whether the member should stand down.

#### **Subgroup/working members**

- If the complaint is regarding a subgroup/working group member's behaviour the Chair of that meeting together with the Neighbourhood Partnership Coordinator will investigate and hold a three way meeting with the person whom the complaint is about. Every effort will be made to reach a satisfactory resolution but if this is not possible they may be required to resign from the subgroup/working group.

#### **Councillors**

- If the complaint is regarding a Councillor then the BCC complaints procedure will need to be followed this can be found at
- <http://www.bristol.gov.uk/page/council-and-democracy/mayorcouncillors-how-complain-or-comment>