

Appendix 9

PROTOCOL ON ARRANGEMENTS FOR ACCESS TO COUNCIL FACILITIES AND/OR STAFF

1. Introduction

- 1.1 This protocol sets out arrangements to be followed when dealing with requests for visits to Council facilities or access to Council staff by MSPs, MPs and MEPs or candidates. [It is not intended to regulate routine access to premises or officers by elected members.](#)

2. Requests for Access

- 2.1 All requests should be addressed to the Chief Executive stating the name of the person they wish to visit and the reason for the visit. The Chief Executive, after consultation with appropriate Elected Members, such as the Convener, Depute Convener and Group Leaders will then either grant authorisation for the visit or otherwise make alternative arrangements. A response to the request will be given within ten working days, unless the request is of an urgent nature. All requests will be logged with a note of the outcome. The Public Relations Officer will be notified in all cases in order that relevant briefings and publicity can be organised.
- 2.2 There will be no difference in the procedures followed for Councillors, Constituency MSPs, List MSPs, MPs and MEPs.
- 2.3 Requests for visits by Elected Members should be co-ordinated and logged through the Chief Executive's office as above. This will give consistency to the process and reduce the potential for confusion.

3. Conclusion

- 3.1 By following this protocol, the Council will ensure consistency of approach so that equal treatment is given to all. There may be individual exceptions (for example by reason of urgency) requiring an alternative process and these will be identified on a case by case basis.