**Councillor Resignation Checklist**

When a councillor resigns, a clerk has several responsibilities and considerations to manage the process effectively. Councillor resignations should be in writing (email or letter) and sent to the Chair of the Council. Once received, the resignation will take immediate effect.

Here are the key tasks and thoughts a clerk should address:

|  |  |
| --- | --- |
| **Action** | **Completed** |
| **Acknowledge the Resignation** |  |
| **Notify** |  |
| The Council |  |
| Any relevant committees |  |
| The electoral officer at your unitary authority about the vacancy and complete the proforma. |  |
| **Minute the Resignation** |  |
| **Publish Notice of Vacancy:**  Within 14 days of the resignation taking effect (Local Government Act 1972, s.87) |  |
| **Update Council Records:**  Remove the resigned councillor's name from; |  |
| All council lists |  |
| Contact details |  |
| Records |  |
| Council’s website  Remove the councillor’s details on the Councillor webpage |  |
| Council’s NCALC portal  Log into <https://northantscalc.gov.uk/>  Click Portal on the menu of the homepage  Click Organisation Contacts  Click Edit on the name of the councillor  Click Remove Contact |  |
| any other public-facing information |  |
| **Return of Council Property:**  Ensure the resigned councillor returns any council property (e.g., keys, documents, electronic devices). |  |
| **Email Account/Access:** |  |
| If the councillor has a Council owned email address - Disable the resigned councillor's council email account and any other access to council systems. |  |
| If the Councillor has their own email account specifically used for council business, request they delete the account and do not use the email account. |  |
| If the Councillor used their own personal email account for council business request they delete all council data and refrain from using this email for council business |  |
| **Councillor to complete GDPR Councillor Resignation Checklist**  <https://northantscalc.gov.uk/councillor-forms-and-documents> |  |
| **Remove Register of Interests** if on your website. |  |
| **Reassign any specific responsibilities or roles** the resigned councillor held to other members |  |
| **Update Insurance:** Inform the council’s insurance provider of the change in councillorship. |  |
| **Financial Matters:** |  |
| Check for any outstanding expenses or reimbursements. |  |
| **Bank Signatory Changes:** |  |
| Contact the council's bank(s) to initiate the process of removing the resigned councillor as a signatory including access to the bank. |  |
| Ensure the council follows the bank's requirements for authorised signatures. |  |
| Arrange for the addition of new signatories as required, following council procedures. |  |

If you think we’ve missed something from this list, do get in touch so we can update it accordingly.