**Notification of Resignation of a Community Council Member**

Use this form to advise the City of Edinburgh City Council of the resignation of a community council member, this form should be completed by the resigning community councillor and submitted within 10 working days of resignation being tendered. Please complete in block capitals.

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| **Community Council Name:** |  |
| **Members Name in full:** |  |
| **Type of member:**  (Elected, Co-opted, Nominated Representative Member of Local Interest Group, Associate Member) |  |
| **Office Bearer:**  Please note if community council member held an office bearer position and which position they held |  |
| **Resignation sent to community council on:** |  |
| **Resignation effective from (date), if different from above:** |  |
| **Resignation tendered:** | Verbally / In Writing / Email |
| **Resignation acknowledged by:**  (Name/ position) |  |
| **Reason for Resignation**  (Please use additional page(s) below if required) |  |

Please return this form to [governance@edinburgh.gov.uk](mailto:governance@edinburgh.gov.uk)

**Data Protection**

In processing personal information, The City of Edinburgh Council must comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Further information about how your personal data will be processed can be found in the [Community Council Privacy Notice](https://www.edinburgh.gov.uk/downloads/file/36729/community-councils-privacy-notice).

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| **Please use this box to provide any additional information.** |
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