

## FLINTSHIRE COUNTY COUNCIL

**REPORT TO:** STANDARDS COMMITTEE  
**DATE:** MONDAY, 8 APRIL 2013  
**REPORT BY:** MONITORING OFFICER  
**SUBJECT:** REVIEW OF CODES AND PROTOCOLS

### **1.00 PURPOSE OF REPORT**

1.01 To set a programme for reviewing the codes and protocols within the Constitution

### **2.00 BACKGROUND**

2.01 The Constitution contains the following codes and protocols:-

- Members Code of Conduct
- Protocol on the production of Councillor newsletters
- Officers Code of Conduct
- Planning Code of Practice \*
- Confidential reporting procedure (2 parts)
- Protocol on Member/officer relations
- Protocol for Members in their dealings with contractors/developers

\* Note Planning Code of Practice falls within the remit of the Planning Strategy Group and results of review would be reported to it.

2.02 These codes and protocols have all been introduced at different times and have been subject to periodic review albeit not at regular intervals. It is appropriate that all such codes and protocols shall be reviewed from time to time to ensure that they are both up to date and indeed still required.

2.03 As agreed at the last meeting paragraph 3.03 shows the suggested programme of review so that the Standards Committee can be satisfied that all codes and protocols are reviewed as part of a regular cycle.

### **3.00 CONSIDERATIONS**

3.01 The interval each code and protocol is reviewed should depend upon the importance of that document and the frequency with which it is likely to or might need to be changed. So for example, the Code of Conduct for Members is a very important document and should be

checked annually even though the national model code on which it is based is not likely to have changed that frequently. Other than that I would recommend that the committee aim to have all codes and protocols reviewed once within a 3 year cycle which would match the same cycle that has been adopted for other provisions within the Constitution.

3.02 Clearly, should there be a need to change any code or protocol outside of the cycle then that can be done and then the cycle can be amended accordingly.

3.03 I have recommended a timetable for reviewing the codes and protocols below:-

| <b>Year</b> | <b>January</b>                   | <b>June</b>   | <b>December</b>                                      |
|-------------|----------------------------------|---|--|
| 2013        |                                  | Members' Code of Conduct  | Planning Code of Practice *                          |
| 2014        | Officers' Code of Conduct        | Members' Code of Conduct  | Protocol on Member/Officer relations                 |
| 2015        | Confidential Reporting Procedure | Protocol for Members in their dealings with contractors/developers.<br>Members' Code of Conduct | Protocol on the production of Councillor newsletters |

#### **4.00 RECOMMENDATIONS**

4.01 That the timetable for reviewing codes and protocols are adopted.

#### **5.00 FINANCIAL IMPLICATIONS**

5.01 None as a result of this report.

#### **6.00 ANTI POVERTY IMPACT**

6.01 None as a result of this report.

#### **7.00 ENVIRONMENTAL IMPACT**

7.01 None as a result of this report.

#### **8.00 EQUALITIES IMPACT**

8.01 None as a result of this report.

#### **9.00 PERSONNEL IMPLICATIONS**

9.01 None as a result of this report.

**10.00 CONSULTATION REQUIRED**

10.01 None as a result of this report.

**11.00 CONSULTATION UNDERTAKEN**

11.01 None as a result of this report.

**12.00 APPENDICES**

12.00 None

**LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985  
BACKGROUND DOCUMENTS**

None

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