

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **CONSTITUTION COMMITTEE**

DATE: **WEDNESDAY, 28 JANUARY 2015**

REPORT BY: **CHIEF OFFICER, GOVERNANCE**

SUBJECT: **REVIEW OF PROTOCOL ON MEMBER / OFFICER
RELATIONS**

1.00 **PURPOSE OF REPORT**

1.01 To review the protocol on Member / Officer Relations

2.00 **BACKGROUND**

2.01 The Protocol on Member/Officer Relations forms part of the Council's Constitution. The Constitution Committee is in the last year of a 3 year programme of reviewing all parts of the Constitution. The guiding principles behind that review are to ensure that the wording is unambiguous and the information up to date.

2.02 At the training for Standards Committee members hosted by Anglesey County Council on the 1st of July the facilitator Mr. Keith-Lucas referred to four Protocols that he had been involved in devising and one of these related to Member/Officer Relations. A copy of that Protocol was subsequently obtained and has been considered as part of the review of the Council's existing Protocol.

2.03 The Standards Committee at its meeting on the 3 November 2014 considered the review of the protocol, agreed the recommended changes to it and suggested three further minor changes. A copy of the protocol showing the proposed tracked changes is attached as Appendix 1.

3.00 **CONSIDERATIONS**

3.01 The Protocol provides guidance for Members, Co-opted members and Officers in their working relations with each other it is one of the documents referred to in the Flintshire Standard explaining the standard of conduct expected from County Councillors and Co-opted members in dealing with each other and with Officers. The Flintshire Standard and the Protocol for Member/Officer Relations are important in promoting good co-operation between Members and between Members and Officers within the Council thereby allowing the Council to fulfil its duties effectively and professionally.

- 3.02 The main changes proposed are to introduce as Section 3 a description of the roles of Members and Officers and to introduce as Section 4 what Members can expect from Officers and what Officers can expect from Members. These provisions are based on provisions in the Protocol provided by Mr. Keith-Lucas. It is considered that these provisions give a useful summary of the respective roles of Members and Officers and what each can expect from the other.
- 3.03 The other proposed changes to the Protocol are minor changes to clarify or update provisions in the Protocol and the track changes comment on the reason for these minor changes.

4.00 RECOMMENDATIONS

- 4.01 For the Committee to review the Protocol on Member / Officer Relations including the proposed changes shown in Appendix 1.

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 With the Standards Committee.

11.00 CONSULTATION UNDERTAKEN

- 11.01 With the Standards Committee.

12.00 APPENDICES

- 12.01 Appendix 1 – Protocol on Member / Officer Relations.

LOCAL GOVERNMENT (ACCESS TO INFORMATION ACT) 1985
BACKGROUND DOCUMENTS

None

Contact Officer: Peter Evans
Telephone: 01352 702304
Email: peter.j.evans@flintshire.gov.uk