

FLINTSHIRE COUNTY COUNCIL

REPORT TO: **STANDARDS COMMITTEE**
DATE: **MONDAY, 8 DECEMBER 2014**
REPORT BY: **MONITORING OFFICER**
SUBJECT: **SUPPLEMENTARY PROTOCOLS**

1.00 PURPOSE OF REPORT

1.01 For the committee to consider the supplementary protocols referred to by Mr Peter Keith-Lucas at the Anglesey training day.

2.00 BACKGROUND

2.01 On the 1 July 2014 members of the Standards Committee attended the regional training day held at Anglesey facilitated by Mr Peter Keith-Lucas. During his presentation he made passing reference to four protocols he had devised to supplement the Members' Code of Conduct. These protocols related to:-

- Planning
- Member/Officer Relations
- Gifts and Hospitality
- Member IT

2.02 Following the training day copies of these protocols have been obtained from Mr Keith-Lucas to consider whether there are any parts of them that could improve existing arrangements in Flintshire.

3.00 CONSIDERATIONS

3.01 The Planning protocol was received in time for it to be taken into account at the September committee meeting when considering revisions to the Flintshire Planning Code. There were two provisions in the protocol that the committee agreed to add to Flintshire's existing Planning Code as part of the review of it.

3.02 Attached as Appendix 1 is a copy of the protocol on Member/Officer Relations. Flintshire's Constitution already includes such a protocol and that is attached as Appendix 2. Whilst Flintshire's existing document is considered to be at least as good as the protocol in most areas, it does not summarise the different roles that Members and officers have or list what Members can expect from officers and what officers can expect from Members. As Flintshire's existing protocol is

due for review these provisions will be considered as part of that review.

3.03 The protocol on Gifts and Hospitality is attached as Appendix 3. The Council does not currently have a protocol in this area and leaves it to the provisions in the Members' code and the written guidance from the Public Services Ombudsman for Wales. Appendix 3 does seem to be a complex document and if the committee believe there to be a need for further documentation in this area then a shorter simpler document could be prepared for consideration at a future meeting.

3.04 The protocol on the use of IT by Members is attached as Appendix 4 and relates to where Members are provided with computers by their Council. Flintshire is in the process of rolling out iPads to its Members and initially decided not to have a formal usage policy which could inhibit take up by Members. Instead Members are issued with a user guide explaining the functionality of the devices and support arrangements, including reference to the need to comply with the Data Protection Act. It is considered that there are parts of Appendix 4 that could usefully be adopted by Flintshire which should not act as inhibiting Member take-up of the iPads. This is being addressed by the project group responsible for the roll-out of the iPads.

4.00 RECOMMENDATIONS

4.01 To take no further action in relation to the Planning Protocol.

4.02 As part of the proposed review of Flintshire's Member/Officer Protocol to consider the points in paragraph 3.02 above.

4.03 For the protocol on the use of IT by Members to be pursued as indicated in paragraph 3.04.

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

12.01 Appendix 1 – Member/Officer Relations Protocol
Appendix 2 – Flintshire's Constitution Member/Officer Relations
Appendix 3 – Gifts and Hospitality Protocol
Appendix 4 – Use of IT by Members Protocol

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

None

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