

BROMSGROVE DISTRICT COUNCIL

STANDARDS COMMITTEE

11TH DECEMBER 2008

REVIEW OF MEMBER-OFFICER PROTOCOL

Responsible Portfolio Holder	Cllr Roger Smith
Responsible Head of Service	Claire Felton, Monitoring Officer
Non-Key Decision	

1. SUMMARY

- 1.1 The Standards Committee is responsible for monitoring and reviewing the Council's Member-Officer Protocol on an ongoing basis. The Committee is requested to consider how to undertake such a review.

2. RECOMMENDATION

- 2.1 That Members decide how to conduct the review of the Member-Officer Protocol.

3. BACKGROUND

- 3.1 This Protocol forms Part 18 of the Council's Constitution and is attached to this report as Appendix 1. It has formed part of the Constitution for some years but has not been thoroughly reviewed for some time. There is no requirement for the Council to have such a Protocol although most authorities do have a protocol or code on member-officer relations.
- 3.2 This Council's Protocol covers a very broad range of subjects including not only the respective roles of Members and Officers and the working relationship between them, but also guidance on Members' access to information and documents and on media relations.
- 3.3 This is the first occasion on which this Protocol has been reviewed formally by the Standards Committee and no process or precedent exists as to how to go about this. Members are therefore requested to consider how to conduct the review.
- 3.4 The Committee might find it helpful to request Members and Officers to provide evidence for the Committee to consider and to invite views from Members and from Officers, either individually or from the Corporate Management Team, as to how the Protocol might be amended or improved.
- 3.5 Members may also wish to consider investigating the processes used by other authorities or to consider model Protocols prepared by ACSeS (the

Association of County Secretaries and Solicitors) or LACORS (Local Authorities Co-ordinators of Regulatory Services) or similar organisations.

3.6 The Committee needs to consider how to go about gathering information. There are a number of options;

3.6.1 Officers could be requested to undertake research and gather the views of key Members and Officers and prepare a report for consideration by the Standards Committee;

3.6.2 in addition to the above, key Members and senior Officers could be requested to attend before the full Standards Committee to provide information; or

3.6.3 the Committee might consider it more appropriate to form small working groups each of which would conduct one or more interviews or carry out specific pieces of research and then report back to the Standards Committee.

3.7 Members are requested to consider how the review is to be undertaken and whether there are any specific issues to be considered.

4. FINANCIAL IMPLICATIONS

4.1 None.

5. LEGAL IMPLICATIONS

5.1 None

6. COUNCIL OBJECTIVES

6.1 This item does not link directly to any of the Council's objectives.

7. RISK MANAGEMENT

There are no significant risks associated with this report.

8. CUSTOMER IMPLICATIONS

8.1 None.

9. EQUALITIES AND DIVERSITY IMPLICATIONS

9.1 None.

10. VALUE FOR MONEY IMPLICATIONS

10.1 None

11. OTHER IMPLICATIONS:

Procurement Issues	None
Personnel Implications	None
Governance/Performance Management	None
Community Safety including Section 17 of Crime and Disorder Act 1998	None
Policy	None
Environmental	None

12. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	Yes
Chief Executive	Yes
Executive Director - Partnerships and Projects	No
Executive Director - Services	Yes
Assistant Chief Executive	No
Head of Service	Yes
Head of Financial Services	No
Head of Legal, Equalities & Democratic Services	Yes
Head of Organisational Development & HR	No
Corporate Procurement Team	No

13. WARDS AFFECTED

All

14. APPENDICES

Appendix 1 Member-Officer Protocol

15. BACKGROUND PAPERS

None

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