

Meeting: Overview and Scrutiny Committee

Date: 5 March

Title: Updated Council Protocols

Author:

Service: Legal Governance and Commercial Services

Directorate: Chief Executive's Office

Wards affected: All

1. Purpose of Report

1.1 The updated Council Protocols were considered at the Council meeting 26 January 2012. At that meeting it was requested and agreed following a vote that, 'The updated Protocols are referred to the Overview and Scrutiny Committee for consideration prior to adoption by full Council.'

2. Recommendations

- 2.1 That the Overview & Scrutiny Committee notes the request to further review that the updated Council Protocols;
- 2.2 That a working group be drawn from membership of the Overview & Scrutiny Committee to carry out the review with the relevant Council officers; and that the working group comprise the Chair and Deputy Chair and one member each representing the Conservative and Liberal Democrat groups;
- 2.3 That an appropriate report be brought to the Overview & Scrutiny Committee at its meeting on 2 April 2012; and thereafter to Council.

3. Details

For several years the Council has included as part of the supporting documents within the Council's Constitution various protocols which provide guidance and advice to Members and Officers in different aspects of their work and responsibilities.

A Member/Officer working group undertook a review of the Protocols to ensure they reflect current legislation, statutory guidance as well as good and current practice.

Guidance Notes have also been produced to support the Protocols in relation to Press, Publicity and Publications and the Use of Council Resources and Support for Members.

At the Council meeting on 26 January 2012 it was decided that the updated protocols be referred to Overview and Scrutiny Committee to give further consideration prior to adoption of full Council.

Attached are the Council report and the updated Council Protocols.

4. Appendices

Update of Protocols – Council report 26 January 2012

8.4 Protocol on Member Access to Information and Council Documents

8.6 Protocol on Member/Officer Relations

8.7 Protocol on Use of Council Resources and Support for Members

8.8 Protocol on Press, Publicity and Publications

Guidance on the Use of Council Resources and Support for Members

Corporate Communications Guidelines

5. Background Information

The following documents have been used in the compilation of this report and may be inspected at the offices of the author.