

REPORT TO FULL COUNCIL

REVISED CIVIC AND MEMBER/OFFICER PROTOCOLS



Report Reference	C-22-27
Meeting Date	9 th January 2023
Agenda Item	12
Prepared by	Town Clerk

1.0 BACKGROUND

In September, the Personnel Committee agreed a series of actions as part of its work improving the member/officer relationship and staff morale. One of these was to update the Member/Officer protocol and Civic Protocol. The objective is to ensure a clear understanding of roles and expectations for members and officers. Concurrently, NALC and SLCC have published a new model Member/Officer protocol as part of its Civility and Respect project.

2.0 REVISED PROTOCOLS

2.1 CIVIC PROTOCOL

The Civic Protocol was last revised in 2017. The revised protocol is largely based on the original document with additional guidance has been added to detail the role of the Town Mayor and a section added for the Mayor's Chaplain. Various areas have been reworked to make the document flow more smoothly and match established practice.

Two annexes have been added (A and C); the first restates an annex of Standing Orders to provide a more complete document and the second provides guidance for the format of Mayor Making. The Civic List has been updated.

2.2 MEMBER/OFFICER PROTOCOL

The Member/Officer Protocol was last revised in 2015. It has been completely revised based on the new model issued by NALC/SLCC, although that in turn was quite similar to the council's current protocol. The document has been formatted to be clearer in setting out the expectations of members and officers.

The revised protocol removes a section on officer attendance at political group meetings. Whilst this had not ever taken place, it was felt that it could place officers in a difficult situation and that officers should instead advise individual members (as is the practice).

The revised protocol also includes role descriptions for the Town Mayor, councillors, committee chairmen and Personnel Committee members. These aim to provide guidance as to the expectations of the council for those fulfilling these roles.

3.0 DECISION REQUIRED

Council should consider the approval of the revised protocols.