

Item No. 16.	Classification: Open	Date: 16 November 2016	Meeting Name: Audit, Governance and Standards Committee
Report title:		Review of Member and Officer Protocol and Communications Protocol	
Ward(s) or groups affected:		All	
From:		Director of Law and Democracy	

RECOMMENDATION

1. That the committee note the report.

BACKGROUND INFORMATION

2. The member and officer protocol and communication protocol were introduced in May 2004.
3. The audit, governance and standards committee have a role of advising the council on the revision of these protocols. Any changes to the protocols will be further considered by the constitutional steering panel and agreed by council assembly.

KEY ISSUES FOR CONSIDERATION

Member and officer protocol

4. The member and officer protocol states, at paragraph 5, that the audit, governance and standards committee and the monitoring officer will jointly keep the protocol under review and make recommendations for changes as appropriate. Review will take place in time for an updated version to be circulated annually after annual council with the new constitution, to all members and officers.
5. The monitoring officer has considered the protocol and at this time is not recommending any changes.
6. A copy of the protocol is attached as Appendix A.

Communications protocol

7. Changes to this protocol concerning greater guidance for members on social media will be presented to council assembly on 30 November 2016. These changes were prompted by the last meeting of the former standards committee.
8. A copy of the communications protocol is attached as Appendix B.

Community impact statement

9. Good relationships between members and officers are very important in aiding the decision-making process and helping to boost public confidence in the council. A protocol that defines each party's responsibilities creates certainty, which in turn leads to better decision-making and a more satisfied customer.

Legal implications

10. There are no specific legal implications on this report.

Resource implications

11. Any resource implications will be contained within existing budgets.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
The council's constitution	Constitutional Team 2nd floor, PO Box 64529 London SE1P 5LX	Victoria Foreman 020 7525 5485
Code of recommended practice on local authority publicity	Legal Services 2nd floor PO Box 64529 London SE1P 5LX	Norman Coombe 020 7525 7678

APPENDICES

No.	Title
Appendix A	Member and officer protocol
Appendix B	Communication protocol

AUDIT TRAIL

Lead Officer	Doreen Forrester-Brown, Director of Law and Democracy	
Report Author	Norman Coombe, Head of Corporate Team	
Version	Final	
Dated	13 October 2016	
Key Decision?	No	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments sought	Comments included
Director of Law and Democracy	Yes	Yes
Strategic Director for Finance and Governance	No	No
Cabinet Member	No	No
Date final report sent to Constitutional Team	13 October 2016	