

Item No. 6.1	Classification: Open	Date: May 20 2009	Meeting Name: Council Assembly
Report title:		Review of Member and Officer Protocol	
Ward(s) or groups affected:		All	
From:		Strategic Director of Legal & Democratic Services	

RECOMMENDATION

1. That Council Assembly agree the attached Member and Officer Protocol.

BACKGROUND INFORMATION

2. The Member and Officer Protocol was introduced in May 2004. As part of the constitutional review the protocol has been revised.
3. The Protocol has been considered by Chief Officers, as it relates to the conduct of officers. In addition the revision of the protocol has been considered by the Standards Committee.
4. The revised Member and Officer Protocol is recommended by the Constitutional Steering Panel.

KEY ISSUES FOR CONSIDERATION

5. The changes in the new Protocol included:
 - clarification of who the Protocol applies to (non-voting members are covered by the protocol);
 - clarifying the guidance on member-officer relations, and greater clarity for Members about appropriate lines of contact with Officers;
 - consider new ways of working and relocation to Tooley Street;
 - expanding the section on IT services for Members;
 - reordering some of the sections of the Protocol.
6. Sections on postage, correspondence emails and involvement in events have been moved to the communications protocol.
7. A marked up version of the new protocol is attached as appendix 1.

Resource implications

8. The proposed changes in members support do have resource implications however it is expected that these will be contained within existing budgets.

Legal implications

9. There are no specific legal implications relating to this report. Any issues relating to constitutional changes will be addressed as part of the constitutional review process.

Community Impact Statement

10. This report has no immediate impact on the community. The proposed protocol should enhance community engagement through clarity of roles.

REASON FOR URGENCY

11. This review forms part of the constitution review process which will be considered by the annual meeting on May 20 2009. In order to allow the constitution to be updated in a timely and coherent way council is asked to consider adopting the protocol at its annual meeting. Consideration of the protocol will enable the revised document to be published with the other constitutional changes thus allowing any cross referencing issues to be fully identified. Any delay in considering the protocol would mean the updated protocol was not available to members and officers at a time when working arrangements are undergoing significant changes. The date of the next council assembly is pending confirmation by the annual meeting but is not expected to be until July 2009.

REASON FOR LATENESS

12. Following consideration by the constitutional steering panel on May 5, officers needed to make a number of adjustments to this and a related item on the agenda. Unfortunately these changes could not be completed in time for the agenda despatch.

BACKGROUND DOCUMENTS

Background Papers	Held At	Contact
None		

APPENDICES

No.	Item
1.	Member and Officer Protocol

AUDIT TRAIL

Lead Officer	Deborah Collins, Strategic Director of Legal & Democratic Services	
Report Authors	Norman Coombe, Principal Lawyer, Governance Team	
Version	Final	
Dated	May 11 2009	
Key Decision?	No	
Consultation with other officers / directorates / executive member		
Officer Title	Comments Sought	Comments included
Strategic Director of Legal & Democratic Services	N/a	Incorporated
Chief Finance Officer	No	No
Executive Member	No	No
Date final report sent to Constitutional Support Services		May 11, 2009