

Report of the Head of Democratic Services
Democratic Services Committee – 2 April 2014
REVIEW OF THE COUNCILLORS HANDBOOK

Purpose:	To continue the review of the Councillors Handbook.
Policy Framework:	None.
Reason for Decision:	To ensure that the Councillors Handbook is up to date and relevant to the needs of Councillors and to the rules of the Authority.
Consultation:	Finance, Legal.
Recommendation(s):	It is recommended that:
1)	The Committee's views are sought in relation to Section A of the Councillors Handbook;
2)	The agreed amendments by the Committee be recommended to Council for approval.
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Finance Officer:	Carl Billingsley
Legal Officer:	Tracey Meredith

1. Introduction

- 1.1 The Head of Democratic Services in conjunction with the Democratic Services Committee reviewed the Councillors Handbook.
- 1.2 A number of minor amendments have been made in order to ensure that the document reads better. In addition, a number of issues need to be further considered as outlined in Section A of the Councillors Handbook.
- 1.3 The Committees views are sought.

2. Equality and Engagement Implications

- 2.1 An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required.

3. Financial Implications

3.1 None.

4. Legal Implications

4.1 None.

Background Papers:

None.

Appendices:

Appendix 1	Councillors Handbook – Section A
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