

**Report of the Head of Democratic Services**  
**Democratic Services Committee – 11 March 2015**  
**REVIEW OF THE COUNCILLORS HANDBOOK**

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

**1. Introduction**

- 1.1 The Head of Democratic Services in conjunction with the Democratic Services Committee has previously reviewed Section A of the Councillors Handbook.
- 1.2 The Committee's views are sought on updating / amending the policies contained in Section C.

**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:**

<b>Appendix 1</b>	Councillors Handbook – Section C Protocols
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