

## Report of the Head of Democratic Services

Standards Committee – 5 June 2015

### STANDARDS COMMITTEE MEMBERS OBSERVING OTHER COUNCIL BODY MEETINGS PROTOCOL

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| <b>Purpose:</b>                    | To set out a clear protocol for the members of the Standards Committee to follow when they attend other Council Body Meetings as Observers. |
| <b>Policy Framework:</b>           | None.   |
| <b>Reason for Decision:</b>        | To establish a Standards Committee Members Observing Other Council Body Meetings Protocol.  |
| <b>Consultation:</b>               | Finance, Legal.   |
| <b>Recommendation(s):</b>          | It is recommended that:   |
|                                    |   |
| 1)                                 | The Standards Committee Members Observing Other Council Body Meetings Protocol be adopted.  |
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#### 1. Introduction

- 1.1 Members of the Standards Committee have indicated that they wish to attend a number of other Council Bodies meetings as observers. They wish to do this in order to gain a greater knowledge and understanding of what occurs at these meetings.
- 1.2 Such observation will seek to identify recurring issues relating to conduct and attitude of Councillors at these meetings.

#### 2. Standards Committee Members Observing Other Council Body Meetings Protocol

- 2.1 A Protocol is needed in order to set out the basic rules relating to members of the Standards Committee attending Council Body Meetings as Observers. This will prevent any confusion at such observed meetings.

### **3. The Protocol**

#### **3.1 Standards Committee Members:**

- i) Do not have any speaking or voting rights at meetings where they are acting as observers;
- ii) Must not take any part in a meeting that they are observing;
- iii) Must sit in the public gallery;
- iv) Must not engage in any political discussions;
- v) Must not feedback their observations to members of the Council Body that they are observing;
- vi) All observations should be presented in writing (preferably via e-mail) to the Head of Democratic Services (HDS). The HDS will consider the observations and if appropriate will present them to the Standards Committee or to another appropriate body / person such as Political Group Leader;
- vii) Should seek to observe Councillors attitudes, behaviours etc. based on the Code of Conduct and the Councillors Pledge on Standards (if appropriate).
- viii) Must leave the Committee room when members of the public are excluded from attending for any item on the Agenda.

### **4. Equality and Engagement Implications**

- 4.1 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.

### **5. Financial Implications**

- 5.1 Any costs that arise will be met from within existing budget.

### **6. Legal Implications**

- 6.1 None.

**Background Papers:** None.

**Appendices:**

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