



Report of the Monitoring Officer

Standards Committee – 7 October 2022

Protocol on Member / Officer Relations

Purpose:	To consider the Protocol on Member/Officer Relations and proposed changes
Policy Framework:	Standards Committee Terms of Reference – Council Constitution.
Consultation:	Legal, Access to Services and Finance.
Recommendation(s):	It is recommended that the Standards Committee: 1) Consider the updated Protocol on Member/Officer Relations attached at Appendix A and make recommendations to Corporate Management Team and Council on formal adoption.
Report Author:	Tracey Meredith
Finance Officer:	Ben Smith
Legal Officer:	Tracey Meredith
Access to Services Officer:	Rhian Millar

1. Background

- 1.1 The Standards Committee terms of reference include at section 17 (h) overseeing the Authority's protocol on Member and Officer working relationships. The current Officer/Councillor Relations Protocol is attached at Appendix B.
- 1.2 The Protocol has not been reviewed for a number of years. There is a continuing need for the Protocol both to set out the roles and responsibilities of Members and Officers and to supplement the provisions of the Members and Officers Code of Conduct.
- 1.3 Much of the Protocol remains unchanged but with some slight changes to wording. The main changes relate to:
 - Setting out the Member and Officer role
 - Amending the section relating to "Dealing with Disputes" to include reference to the Group Leaders
 - Adding a Respect and Courtesy section

- 1.4 In reviewing the Protocol consideration has been given to the All Wales Model Constitution drafted last year in response to the Local Government and Elections (Wales) Act 2021.
- 1.5 This is the first stage in reviewing the Protocol. It is intended to take the Protocol to Corporate Management Team and ultimately Constitution Working Group and full Council for adoption.

2. Integrated Impact Assessment

- 2.1 The Council is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure and must in the exercise of their functions, have due regard to the need to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.
 - Deliver better outcomes for those people who experience socio-economic disadvantage
 - Consider opportunities for people to use the Welsh language
 - Treat the Welsh language no less favourably than English.
 - Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.
- 2.2 The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.
- 2.3 Our Integrated Impact Assessment (IIA) process ensures we have paid due regard to the above. It also takes into account other key issues and priorities, such as poverty and social exclusion, community cohesion, carers, the United Nations Convention on the Rights of the Child (UNCRC) and Welsh language.
- 2.4 An IIA Screening Form has been completed with the agreed outcome that a full IIA report is not required as there are no integrated impact implications.

3. Financial Implications

- 3.1 There are no financial implications associated with the report.

4. Legal Implications

- 4.1 There are no legal implications associated with this report.

Background Papers:

None

Appendices:

Appendix A – Updated Protocol Member/Officer Relations

Appendix B – Officer/Councillor Relations Protocol in Constitution.