

Cheltenham Borough Council
Council – 23 July 2018
Protocol for Member / Officer Relations

Accountable member	Standards Committee Chairman, Councillor Max Wilkinson Cabinet Member, Corporate Services, Councillor Alex Hegenbarth
Accountable officer	Borough Solicitor
Key Decision	No
Executive summary	The Protocol for Member / Officer Relations which was adopted by the Council in 2010 has been reviewed and amended by a Working Group of Members and approved by the Standards Committee for adoption by the Council. The draft revised Protocol for Member / Officer Relations is attached at Appendix 1 and reflects changes to legislation and the Code of Members' Conduct which have taken place since 2010 together with amendments arising from consultation with Members and Officers. The Council is asked to adopt the revised Member-Officer Protocol for inclusion as Part 5C of the Constitution.
Recommendations	To adopt the revised Member-Officer Protocol attached at Appendix 1 to be included as Part 5C of the Council's Constitution.

Financial implications	No financial implications. Contact officer: paul.jones@cheltenham.gov.uk , 01242 775154
Legal implications	None specifically arising from the report. Contact officer: sara.freckleton@teWKesbury.gov.uk , 01684 272011
HR implications (including learning and organisational development)	Employees of the Council and employees from Publica Group working on behalf of the Council will need to be made aware of the revised Protocol and adhere to it. Contact officer: julie.mcarthy@cheltenham.gov.uk , 01242 264355

1. Background

- 1.1** The current Member-Officer Protocol (within part 5 of the Council's Constitution) was adopted by the Council in 2010. Its purpose is to guide Members and Officers of the Council in their relations with one another.
- 1.2** The Standards Committee formed a Working Group of its membership to review the Protocol to take into account changes to the Code of Members' Conduct since 2010 and views of Members and Officers arising from their experiences in using the Protocol.
- 1.3** All Members of the Council and the Council's Senior Leadership Team of Officers were invited to comment on the current Protocol and to provide suggestions to the Working Group for changes / revisions. The Working Group revised the Protocol to take into account responses received and produced the revised document attached at Appendix 1. In March / April 2018, consultation on the revised draft Protocol (Appendix 1) took place with Members, Officers and Trade Unions.

2. Revised Protocol for Member / Officer Relations

- 2.1** Having considered the recommendations of the Working Group and all consultation responses, the Standards Committee has approved the draft revised Member-Officer Protocol attached at Appendix 1 which is recommended to the Council for adoption and inclusion within the Constitution.

3. Reasons for Recommendations

- 3.1** To ensure that the Protocol for Member / Officer Relations is up to date and fit for purpose.

4. Consultation and feedback

- 4.1** Consultation has taken place with Members, the Officer Senior Leadership Team, and with the Trade Unions. The Protocol has been revised taking into consideration all responses received.

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Appendices	Draft Protocol for Member / Officer Relations – Appendix 1
Background information	Cheltenham Borough Council Code of Members' Conduct Cheltenham Borough Council Protocol for Member / Officer Relations