



**Governance and Audit  
Committee**

**10<sup>th</sup> March 2026**

**Subject: Review of Member and Officer Protocol**

Report by:

Monitoring Officer

Contact Officer:

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Purpose / Summary:

To ask the Governance and Audit Committee to consider the revised Member and Officer Protocol and recommend it for approval at the full Council meeting.

**RECOMMENDATION(S):**

- 1. That the Governance and Audit Committee consider the Member and Officer Protocol and RECOMMEND it to full Council for approval.**

## IMPLICATIONS

### **Legal:**

Whilst there is no legal requirement to have a Member and Officer Protocol in a local authority Constitution, it is recognised as good practice across the sector with most local authorities having adopted a protocol.

The Member/Officer Protocol forms part of the Council's Constitution.

### **Financial:**

There are no specific financial implications associated with this report.

**Staffing:** The function primarily sits within the Monitoring Officer role in conjunction with the Deputy Monitoring Officer role.

### **Equality and Diversity including Human Rights:**

The Protocol promotes equality amongst officers and members and recognises that all individuals should be treated with dignity and respect.

### **Data Protection Implications:**

The Protocol recognises that Members do have access to documents and information and that this is done in accordance with data protection requirements.

### **Climate Related Risks and Opportunities:**

None from this report

### **Section 17 Crime and Disorder Considerations:**

None directly arising from this report

### **Health Implications:**

None from this report

### **Title and Location of any Background Papers used in the preparation of this report:**

None.

### **Risk Assessment:**

The Protocol provides a framework of guidelines outlining how members and officers will work together within the organisation, in addition to outlining how disputes will be dealt with. To not have a protocol in place could risk undermining good governance within the organisation and result in an increase of member/officer related disputes.

### **Call in and Urgency:**

#### **Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?**

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

#### **Key Decision:**

A matter which affects two or more wards, or has significant financial implications

Yes

No

## **1. Background**

- 1.1 A Member and Officer Protocol is a document used by local authorities to outline the framework for constructive, respectful and transparent relationships between elected councillors and council officers. It forms part of the Council's Constitution and should outline the different roles and responsibilities members and officers have, promotes good governance and sets standard of conduct.
- 1.2 The current Member/Officer Protocol was last reviewed in June 2021. In light of new guidance received from the Local Government Association dated November 2025 [Good practice guidance on member-officer relations protocols | Local Government Association](#) the previous protocol has been reviewed and the revised version is at Appendix A of this report.
- 1.3 The Governance and Audit Committee are requested to consider this Protocol and recommend it to full Council for approval.

## **2. Revisions made to the existing Protocol**

- 2.1 The revised Protocol has been re-formatted on the organisation's current branding template, and the following changes have been made:
  - Amended wording to make the Protocol concise and easier to read
  - Inserted key officer roles and explanations
  - Inserted tables and bullet points to avoid long narrative sections
  - Included a new section regarding concerns and disputes
  - Referenced the Council's values and behaviours as outlined in the Corporate Plan
  - Updated press release section to include social media

- 2.2 This draft Protocol has been circulated to all members and the senior officers within the Council.
- 2.3 Should the revised Member/Officer Protocol be approved, it is intended to socialise this across the organisation' wider management team which will include a political awareness training session being provided for officers at management level.
- 2.4 The Committee is asked to consider the revised Member/Officer Protocol at Appendix A and recommend this document for approval to full Council.

### **3. Recommendation**

- 3.1 That the Governance and Audit Committee consider the revised Member/Officer Protocol and recommend this document for approval to the full Council.