

Section Reference	Summary of Amendments Made	Rationale
Title of Document	Re-named the document Member/Officer Relations Protocol	Feedback at the Workshop was that the title was out dated and not reflective of the documents content.
Section 1 – Underlying Principles	Only minor amendments to remove reference to the Chief Executive had been made	Feedback at the Workshop was that the tone and language used in Section 1 were appropriate.
Section 2 – Roles Of Members	<p>The section has been renamed the role of Members and Training requirements.</p> <p>Additional wording has also been included to reflect the positive manner in which Members are expected to undertake their role</p>	<p>Feedback at the Workshop was that it would be opportune to highlight the induction programme and reference the need for Councillors to commit to training. It is considered that this fits appropriately within this section.</p> <p>In light of comments made at the workshop and to be reflective of the Code of Conduct. The New Section 2.2 is wording already included in the role of Officers, but attendees at the workshop consider it would be useful to cross reference this within the role of Members also.</p>
Section 3 – Roles of Officers	A new Section 3.5 has been added which includes Reference to the Scheme of Delegation and sub delegation as being the bounds for Officer Authority	Comments made at the workshop suggested that reference to the delegation scheme, would clarify where such authorisations levels were set out and would ensure the document was not read in isolation.
Section 4 – Chairman of Council and Leader	N/A	N/A
Section 5 – Group Leaders and Executive Directors	<p>Section has been renamed, in light of revised management structure.</p> <p>The section has also been re-written to reflect the difference between a meeting of all Group Leaders and a meeting with an individual Group</p>	Attendees of the workshop commented that this section was not clear and needed to reflect the difference between a meeting with an individual and a collective meeting of group leaders. It is hoped this revised wording offers clarity.

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	Leader and the expectation thereafter.	
Section 6 – Relationship between Committee Chairmen and Officers	<p>The Section has been updated to remove reference to the Chief Executive. References have been replaced with either the Monitoring Officer of Executive Directors, as appropriate.</p> <p>Section 6.3 has been amended to include reference to Members being permitted and encouraged to raise queries in advance of a meeting with Committee chairman in order to ensure Officers have the relevant information to hand.</p> <p>Section 6.6 has been expanded and clarified to make a clear that no individual member has any decision making powers and that officers must operate within the delegation scheme.</p>	To reflect comments and suggestions made at the workshop
Section 7 – Relationship between Chairmen and Members of the Challenge and Improvement Committee	<p>Title amended reflect the title of the Overview and Scrutiny Committee</p> <p>This Section remains largely unchanged with just a few minor amendments suggested</p>	To reflect comments and suggestions made at the workshop
Section 8 - Relationships between Chairmen and Members of Other Committees and Officers	<p>Title amended to be better reflect that this cover all Committees not otherwise mentioned</p> <p>A new section 8.2 has also being included to ensure it is clear that members of the planning committee have additional guidance which they must adhere to .</p>	<p>To reflect comments and suggestion made at workshop .</p> <p>Ensures the document is not read in isolation to other requirements</p>
Section 9 - Officer Relationships with Party	One minor amendment has been made to delete reference to officers of political groups, as an	Workshop attendees on the whole felt this section was fair to all political groups, <b>its contents however do</b>

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Groups	<p>Authority we do not employ such Officers.</p> <p>The Section has been updated to remove reference to the Chief Executive. References have been replaced with either the Monitoring Officer of Executive Directors, as appropriate.</p>	<p>need to be more widely promoted.</p>
Section 10 - Members in their Ward Role and Officers	<p>The Section has been updated to remove reference to the Chief Executive. References have been replaced with either the Monitoring Officer of Executive Directors, as appropriate.</p> <p>A new section has been included to make reference to the commitment from the Executive Directors to ensure all complex matters are the subject of an all Member briefing prior to consideration by the relevant Committee.</p>	<p>Workshop attendees on the whole were agreeable with the contents of this Section, however indicated that the actions laid out are not always undertaken or adhered to. This will be one of the Sections which is particularly promoted amongst senior Officers</p>
Section 11 – Meetings of Members and Officers with the Public and Representatives of Other Organizations	<p>It is proposed this Section be removed.</p>	<p>Attendees at the workshop, both Members and Officers, were unclear as to what the original intention of this section had been. Having reviewed similar protocols including Corby, South Derbyshire and Melton Mowbray there is no reference or particular stipulations regarding such meetings.</p> <p>Therefore it is proposed it is removed in its entirety.</p>
Section 12- Inter Member Relations	<p>This section has been updated to reflect acceptable practice.</p> <p>Section 12.2 has been removed and is deemed unnecessary, as such motions would not ever</p>	<p>To reflect comments made at the Workshop</p>

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	reach the publication stage.	
Section 13 – Member Access to documents and Information	N/A	No comments or suggestions were made in respect of this Section
Section 14 - Other Individuals Who are Members of Council Bodies	This section has been renamed to make it clear that it relates to Independent or Lay Persons of the Governance and Audit Committee	To reflect comments made at the workshop where it was considered Independent or Lay persons had not been considered.
Section 15 – Press Releases	<p>A number of minor amendments have been made to this section, to remove reference to the Chief Executive.</p> <p>A requirement for Members to receive press releases in advance of them been sent to the media has been included</p> <p>Section 15.4 has also been updated to reflect the fact that the Council no longer has newspaper.</p>	To reflect comments made at the workshop. On the whole Members were satisfied with this section of the document.
Section 16 - Correspondence	<p>A number of minor amendments have been made to this section, to remove reference to the Chief Executive.</p> <p>This section has also been updated to reflect that correspondence refers to all methods of communication including e-mails</p> <p>Finally minor amendments have been made to clarify that the expectations are the same for both Members and Officers</p>	<p>Attendees at the workshop were of the view that it should be clear that the expectations are the same for both Members and Officers</p> <p>It was also felt it should be made clear that correspondence refers to all methods of communication including e-mails</p>
Section 17 -	This section has been updated to reflect that tweeting, blogging and recording within meetings	Attendees at the workshop felt the section needed modernising and future proofing.

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	<p>is now permitted in accordance with the Openness of LG Regulations 2014.</p> <p>It has also been made clearer that there is a mandatory requirement for members to remain in the room at all times when hearing planning or licensing applications if they wish to be able to vote on the matter under consideration.</p> <p>The section has removed reference to blackberries and now simply refers to mobile devices</p>	<p>Attendees also felt it was important that the requirement to remain in the room in relation to planning and licensing applications should be made clearer and be enforceable.</p>
<p>New Section to be inserted at appropriate place</p>	<p>n/a - New section</p> <p><b>Relationship between Policy Cttee Chairs and Officers</b></p> <p>Executive Directors will meet jointly with the Policy Committee Chairman on a regular basis to discuss matters which cross cut both committees. Members will be permitted to share the content of such meetings with wider Members as they deem appropriate unless explicitly advised not to do so.</p>	<p>This is now accepted practice and should therefore be reflected</p>