



CORPORATE GOVERNANCE COMMITTEE – 17 NOVEMBER 2023

REPORT OF THE DIRECTOR OF LAW AND GOVERNANCE

REVISED PROTOCOL ON MEMBER/OFFICER RELATIONS

Purpose of Report

1. The purpose of this report is to present changes to the Protocol on Member/Officer Relations to members for consideration prior to it being submitted to full Council on 6th December 2023 for approval.

Background

2. The Protocol on Member/Officer Relations forms Part 5C of the Constitution. Article 15 of the County Council's Constitution gives the Chief Executive a duty to monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect. It requires that changes to the document should only be approved by the full County Council after consideration of the proposal by the Chief Executive and the Constitution Committee or, the Corporate Governance Committee. Given the Protocol's close relationship with the Code of Conduct, it is considered appropriate that the Corporate Governance Committee considers the proposed changes to it.
3. The revised Protocol is attached as an Appendix to this report. The key changes that have been made are to the section on keeping members of local issues. This section has been expanded to include:
 - (i) Ensuring that members are fully informed as early as possible about matters affecting their electoral division;
 - (ii) Inviting the local member to any event being held in their division;
 - (iii) The need to invite the local member where a public meeting is being organised by the County Council in their division;
 - (iv) Notifying members of consultations affecting their division.
4. A further minor amendment has been made to the Protocol to clarify how a member should deal with an officer who is also one of their constituents and

has approached them on a constituency matter. This reflects good practice elsewhere.

Conclusion and Next Steps

5. If the Committee resolves to accept the proposed revisions to the Protocol on Member/Officer relations, it will be presented to the full Council meeting on 6 December for approval with a view to the Constitution being amended thereafter.

Recommendation

6. The Committee is asked to recommend that the County Council approve the adoption of the revised Protocol on Member/Officer Relations as set out in the Appendix to this report.

Equality and Human Rights Implications

7. None arising from this report.

Background Papers

[Report to the Corporate Governance Committee on 5 November 2021 – Revised Members’ Code of Conduct and Protocol on Member/Officer Relations](#)

[Constitution of Leicestershire County Council](#)

Circulation under the Local Issues Alert Procedure

None.

Officers to Contact

Lauren Haslam
Director of Law and Governance and
Monitoring Officer
Tel: 0116 3056240
Email: lauren.haslam@leics.gov.uk

Rosemary Whitelaw
Head of Democratic Services
Tel: 0116 305 6098
Email: rosemary.whitelaw@leics.gov.uk

Appendices

Appendix - Part 5C, Protocol on Member/Officer Relations.