

## **REPORT OF THE CORPORATE GOVERNANCE COMMITTEE**

### **A. REVISED PROTOCOL ON MEMBER/OFFICER RELATIONS**

#### **Introduction**

1. The purpose of this report is to present changes to the Protocol on Member/Officer Relations to members 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.
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 advised 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.

#### **Resource Implications**

5. None arising from this report.

#### **Equality and Human Rights Implications**

6. None arising from this report.

**Consideration by the Corporate Governance Committee**

7. The Corporate Governance Committee at its meeting on 17 November considered the Revised Protocol on Member/Officer Relations. The Committee supported the proposed changes but suggested that the requirement to invite local members to events organised in their electoral division should be qualified to refer to those events which are relevant to the Members role as a County Councillor. Paragraph 28 of the Protocol has been amended to reflect the Committee's request. The decision of the Corporate Governance Committee is reflected in the motion below.

**(Motion to be moved: -**

**That the revised Protocol on Member/Officer Relations be approved.)**

**17 November 2023**

**Mr T Barkley CC  
Chairman of the Corporate  
Governance Committee**

**Background Papers**

[Report to the Corporate Governance Committee on 17 November 2023 – Revised Protocol on Member/Officer Relations](#)

[Constitution of Leicestershire County Council](#)

**Appendix**

Part 5C – Protocol on Member/Officer Relations.