

Appendix 1

Extract from Council minutes on 25th September 2019

Item 13- Update to codes and protocols relating to councillor conduct and use of Council resources.

58/19 Update to codes and protocols relating to councillor conduct and use of Council resources

A report of the Strategic Director of Corporate Resources was received recommending amendments to various codes and protocols contained within the Council Constitution that set out agreed standards for working relationships between councillors and officers; councillor conduct; and, councillors' access to facilities, services and equipment.

It was noted that the proposed changes followed recommendations made by the Local Government Association as part of the Corporate Peer-Challenge follow-up and also the Committee on Standards in Public Life's review of local government ethical standards, which had made a series of best-practice recommendations relating to councillor conduct. The report also sought to promote the revised documents to both employees and councillors, in order to further embed improved working relationships.

Proposed changes of significance included definitions of bullying and harassment within the councillors' Code of Conduct; revisions to the Member Officer Protocol to set out appropriate timescales for responses to casework enquiries; and, changes to the protocol on use of facilities, services and equipment by councillors to reflect current working practices.

It was moved by Councillor Barker, and seconded by Councillor A Holmes, that the recommendations in the report were approved. The matter was put to the vote and carried.

Resolved:

- **To approve changes to the Members' Code of Conduct; Member Officer Protocol and Protocol on use of facilities, services and equipment by councillors, contained within the Council Constitution**
- **To endorse the proposed internal communications strategy detailed in the report, to promote the revised documents to employees and councillors**
- **To request that the Standards Committee conduct a full review of the report by the Committee on Standards in Public Life, with a view to recommending any further changes to the Code of Conduct or Councillor Complaints Procedure considered necessary.**