

**Committee: STANDARDS**

**Agenda Item**

**Date: 4 March 2013**

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**Title: REVISION OF PROTOCOLS**

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Item for decision

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### Summary

1. This report is to update members on the progress against the committee's 2012/13 work plan.

### Recommendations

2. Members consider what steps they wish to take to bring the work plan for the current year to conclusion.

### Financial Implications

3. None

### Background Papers

4. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.
  - Member Officer Protocol
  - Gifts and Hospitality Guidance
  - Statutory Officer Protocol
  - Protocol in the Use of Council's Supplied Computer Facilities by Members

### Impact

- 5.

Communication/Consultation	None.
Community Safety	None.
Equalities	None.
Health and Safety	None.
Human Rights/Legal Implications	It is a provision of our Code of Conduct that members are required to observe council adopted protocols. A breach thereof therefore could constitute a breach of the Code of Conduct by bringing the council

	into disrepute.
Sustainability	None.
Ward-specific impacts	None.
Workforce/Workplace	None.

## Situation

6. At its meeting on the 23 July 2012 this committee adopted a work programme for the coming year. This involved a review of the Member Officer Protocol, Code of Good Practice: Probity in Planning, Planning Committee Procedures for Members' Site Visits, Code of Good Practice: Probity in Licensing, Gifts and Hospitality Guidance, Statutory Officer Protocol and Protocol in the Use of Council Supplied Computer Facilities by Members.
7. With a view to achieving that aim the committee resolved to appoint two sub-committees. The first was to consider the Code of Practice: Probity in Planning, Planning Committee Procedure for Members' Site Visits and Code of Good Practice: Probity in Licensing. The second sub-committee was to consider specific guidance on the Code of Conduct. Consideration of the Member Officer Protocol, the Gifts and Hospitality Guidance, the Statutory Officer Protocol and the Protocol in the Use of Council's Supplied Computer Facilities by Members were left in abeyance. Copies of those documents are attached to this report.
8. Both sub-committees completed their deliberations in their respective areas. They reported back to this committee in October 2012. As a result, the Codes of Good Practice: Probity in Planning and Licensing and the Procedure for Site Visits was approved and recommended for adoption by Full Council. Full Council did adopt these documents. The committee also approved the draft guidance. This is now published on the council's website. All councillors and town and parish clerks were sent a link to the relevant page.
9. The committee now needs to consider how it wishes to approach the review of the outstanding items of its work programme.

## Risk Analysis

10.

Risk	Likelihood	Impact	Mitigating actions
The protocols do not accord with the current Code of Conduct.	1, the protocols are primarily concerned with the general	3, the council could suffer reputational damage if there were any identified	That members review the outstanding protocols and recommend the adoption by Full Council with or without

	principles of the Code which broadly reflect the previous Code of Conduct	conflict.	amendment as appropriate.
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1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.