

# RIBBLE VALLEY BOROUGH COUNCIL REPORT TO PLANNING AND DEVELOPMENT COMMITTEE

Agenda Item No. 5

meeting date: 6 SEPTEMBER 2018  
 title: MEMBER/OFFICER PROTOCOL  
 submitted by: CHIEF EXECUTIVE  
 principal author: DIANE RICE, HEAD OF LEGAL AND DEMOCRATIC SERVICES

## 1 PURPOSE

1.1 To revisit the Member/Officer Protocol.

1.2 Relevance to the Council's ambitions and priorities:

- Community Objectives - }
  - Corporate Priorities - }
  - Other Considerations - }
- The Protocol is a public document which provides the framework within which Members and officers should operate.

## 2 BACKGROUND

2.1 In November 2017 the Council was the subject of a Peer Challenge Review, one of the recommendations of the Review was that the Council should re-visit its Member/Officer Protocol. No details about the issues that had been identified was provided.

2.2 A copy of the Protocol is attached as Appendix 1.

2.3 The Council's Chief Executive has asked that the Protocol be presented as a standing item to each Committee to remind Members and Officers of the guidance contained within the Protocol about the respective roles of Members, officers and how the relationship between Members and officers should be managed.

2.4 it is also an opportunity to make suggestions to the Accounts and Audit Committee on how the protocol could be strengthened and improved.

## 3 ISSUES

3.1 Any issues identified in relation to the Protocol by Committee, will be collated at each meeting and, if necessary, form the basis of changes to the Protocol as required, which will be considered by the Accounts and Audit Committee at their meeting in October.

## 4 RISK ASSESSMENT

4.1 The approval of this report may have the following implications:

- Resources – N/A.
- Technical, Environmental and Legal – N/A.
- Political – N/A.
- Reputation – N/A.

- Equality & Diversity – N/A.

**5 RECOMMENDED THAT COMMITTEE**

- 5.1 Note the terms of the Council's Protocol for Member/Officer Relations.
- 5.2 Consider whether to suggest any changes to the Protocol to the Accounts and Audit Committee

DIANE RICE  
HEAD OF LEGAL & DEMOCRATIC SERVICES

MARSHAL SCOTT  
CHIEF EXECUTIVE

**BACKGROUND PAPERS**

(If any)

For further information please ask for Diane Rice, extension 414418.

REF: DERtCMS/ALL