

LEDBURY TOWN COUNCIL

CONFIDENTIAL

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE	23 JANUARY 2020	AGENDA ITEM: 10
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Report prepared by Angie Price – Town Clerk

RECOMMENDATIONS FROM OTHER COMMITTEES

OPERATIONAL ROLE OF OFFICERS/COUNCILLORS

Purpose of Report

The Purpose of this report is to clarify the difference between the role of Senior Officers and Councillors in respect of the day to day running of the Council.

Detailed Information

The following report and policies were considered at a meeting of the Resources Committee held on 16 January 2020, with a recommendation that it be submitted to a meeting of Full Council for approval. However, since the meeting the Clerk has spoken to the Chair and Vice Chair of the Resources Committee suggestions, that the Finance, **Policy** & General Purposes Committee should have the opportunity to consider the protocols prior to them being referred to Full Council for approval.

Within the Council structure there are a number of roles:-

- Mayor/Chairman
- Councillors as a corporate body
- Individual Councillors
- The Clerk
- The RFO
- Other Officers
- Operational Staff

The Council has a Protocol on Member/Officer Relations which goes some way to defining the roles of each of the above within the Council, however there have been occasions where lines have been blurred.

Many of the Councillors and staff are new to their roles and as a result are unsure of their roles. One area in which there has been considerable uncertainty is the role of the Mayor and how staff are here to support this role.

As a result, the Clerk has looked into improving the current protocol on Member/Officer relations and also introducing a Civic Protocol which could be provided to all staff and Councillors.

Therefore, please find attached the following documents for consideration, of which 2 & 3 are based on the Frome example:-

1. Draft new Councillor & Staff Protocol & Principles of Good Practice
2. Draft Civic Protocol

Recommendation

That Members of the Resources Committee give consideration to the attached documents and make a recommendation to the Full Council that the two documents be approved, subject to any amendments.