

## REPORT TO COUNCIL

<b>Open</b>		Would any decisions proposed :		
<b>Any especially affected Wards</b>	Operational	Need to be recommendations to Council		YES
Lead Member: Cllr Nick Daubney E-mail: cllr.nick.daubney@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Emma Duncan E-mail: emma.duncan@west-norfolk.gov.uk Direct Dial: 616327		Other Officers consulted: Chief Executive, Democratic Services Manager,		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications (incl S.17) YES	Equal Impact Assessment NO	Risk Management Implications NO

Date of meeting:

### REVISIONS TO THE MEMBER/OFFICER PROTOCOL/ CONSTITUTION

<p><b>Summary</b></p> <p>The report recommends amendments to the Member/Officer Protocol, and some a minor changes to the Constitution to bring all the documents up to date and to reflect current and best practice.</p> <p><b>Recommendation</b></p> <p><b>That the changes in the documents identified be adopted.</b></p> <p><b>Reason for Decision</b></p> <p>To ensure good governance.</p>
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#### 1 Background

- 1.1 The Council has a number of documents which regulate the conduct of council business, officers and elected members.
- 1.2 As a matter of good practice these are kept under review and require updating from time to time.

#### 2 Proposed changes

- 2.1 The Member/Officer Protocol has been updated following a review to reflect structural changes.
- 2.2 The Constitution needs to be updated with reference to standing order 11.2 (b) which currently allows questions to be asked at Full Council of Committee

Chairman where Council is considering the minutes of a committee of the Council. This is redundant as minutes are not routinely presented to Council and therefore questions cannot be asked. It is suggested that the standing order be amended to read;

*“and thereafter the Chairman of any committee, sub-committee, Board, Panel but not Task Group (other than the Cabinet) be asked questions which relate to an item of business that has been considered by the body of which they are Chairman.”*

2.4 This will bring the process for asking questions in line with those for Cabinet.

## **2 Policy Implications**

2.1 None

## **3 Financial Implications**

3.1 None

## **4 Statutory Implications**

4.1 None.