

MEMBER OFFICER PROTOCOL
WDA/32/10

Recommendation

That:

1. the revised Member Officer Protocol be adopted.

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Report of the Director

1. Purpose of the Report

- 1.1 To seek Members' approval to the adoption of a revised "Member Officer Protocol".

2. Background

- 2.1 As part of the annual governance review the Members officers' protocol was identified for review, the current protocol having been adopted in March 2004.
- 2.2 The purpose of the protocol is to provide a guide to officers and members as to the distinctive roles fulfilled by each in order to achieve a successful working relationship to the benefit of the public. The guide is therefore particularly useful to junior officers and new members.
- 2.3 The current protocol (available upon request) is a duplication of the St Helens protocol which remains unamended to meet MWDA specific circumstances i.e. reference to Councillors as opposed to Members.
- 2.4 As MWDA Members are covered by the individual district codes of conduct, MWDA does not have a separate code of conduct to avoid conflicting clauses and ensure individual members have clarity as to their responsibilities.

3. Review of Scheme of Delegation

- 3.1 As part of the review process a number of Councils protocols were reviewed and it is apparent that a number of protocols offer greater clarity and cover a wider range of circumstances than the current MWDA protocol.
- 3.2 In light of the above a new protocol is proposed and is attached at appendix 1. This revised protocol is based upon the Liverpool city council

protocol adopted in 2007 with minor amendments to ensure that it is appropriate for MWDA circumstances.

3.3 The revised protocol clarifies a number of areas not covered in the current Authority protocol such as support services for members, correspondence, confidentiality, political publicity and officer attendance at meetings. It is anticipated that the more comprehensive nature of the proposed protocol will provide members and officers in particular junior officers a better understanding of the roles within the Authority. It also has the advantage that a number of Authority Members will be familiar with the content and structure being based on the Liverpool City Council protocol.

4. Risk Implications

4.1 The following risk analysis had been undertaken in relation to this report:

Identified Risk	Likelihood Rating	Consequence Rating	Risk Value	Mitigation
Confusion or misunderstanding as to the roles and responsibilities of Members and Officers.	2	4	8	Revised Protocol provides greater clarity in a number of areas of interface between Members and Officers.

5. HR Implications

5.1 There are no HR implications associated with this report

6. Environmental Implications

6.1 There are no environmental implications associated with this report.

7. Financial Implications

7.1 There are no financial implications associated with this report.

8. Conclusion

- 8.1 It is proposed that the Authority's revised Member Officer Protocol, attached at Appendix 1, be approved and adopted.

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The background documents to this report are open to inspection in accordance with Section 100D of The Local Government Act 1972 - Nil.