

## SUPPLEMENTARY AGENDA



**North East  
Derbyshire  
District Council**

Contact: Torin Fuller - Governance Officer  
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Date: Tuesday, 21 April 2026

To: **Members of the Standards Committee**

Please attend a meeting of the Standards Committee to be held on Wednesday, 29 April 2026, at 10.00 am in Executive Meeting Room at the District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, S42 6NG.

Yours sincerely

A handwritten signature in black ink that reads "Sarah Steuberg".

**Assistant Director of Governance and Monitoring Officer**

### **Members of The Committee**

Councillor K Gillott (Chair)  
Councillor P Antcliff  
Councillor P Kerry  
Councillor K Rouse

Councillor H Wetherall (Vice-Chair)  
Councillor C Cupit  
Councillor F Petersen

Any substitutions must be notified to the [Governance Manager](#) in advance by midday the working day before the meeting.

## **A G E N D A**

- 4 **Review of the Constitution** (Pages 3 - 7)
- 8 **Planning Site Visit Protocol** (Pages 8 - 16)
- 11 **Member Officer Relations Protocol** (Pages 17 - 25)

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### **Access for All statement**

You can request this document or information in another format such as **large print** or **language** or contact us by:

- **Phone** -01246 231111
- **Email** - [connectne@ne-derbyshire.gov.uk](mailto:connectne@ne-derbyshire.gov.uk)
- **Text** - 07800 00 24 25
- **[BSL Video Call](#)** – a three way video call with us and a BSL interpreter. It is free to call North East Derbyshire District Council with [Sign Solutions](#) or call into the offices at Wingerworth.
- Call with [Relay UK](#) via textphone or app on 0800 500 888 a free phone service
- **Visiting** our offices at 2013 Mill Lane, Wingerworth, S42 6NG

Proposed changes to the Constitution. <b>Changes in red.</b> Page references are to the Constitution pages.		
Provision of the Constitution	Proposed change and reasons	Final version proposed
Planning Committee Terms of Reference, paragraph g	Under a strict interpretation of paragraph g in the Planning Committee Terms of Reference, a consultant isn't caught by the requirement for an application in the circumstances listed, to go to Committee. in the same circumstances for a Council Officer, the application has to be determined by Planning Committee. This ensures openness and transparency when dealing with such applications.	(g) If a serving Councillor, senior officer or senior manager of the Council (Team Manager and above), Planning Officer or other Planning team member <b>(including a consultant employed to carry out the role of a Planning Officer)</b> advising or determining on planning applications, submits an application to the Authority for himself/herself or on behalf of any other person, or are the Partner or Relative of the same who submits their own application, they will inform both the Planning Manager and the Authority's Monitoring Officer and not take part in processing or determining the Application.
	In the same paragraph it is not clear that close personal friends are included as well as relatives.	<b>Add to the end:</b>  <b>For the avoidance of doubt the reference to "person" in this paragraph includes any relative, friend or close associate.</b>
Delegation of functions to officers (within the Planning Committee section within the Functions Scheme at Section Seventeen)	Add a new bullet point to the list (I suggest after the current first bullet about all submissions under the legislation that states:	<b>All applications for certificates of lawfulness (as these do not require an assessment of material planning considerations).</b>

<p>Delegation of functions to officers (within the Planning Committee section within the Functions Scheme at Section Seventeen)</p>	<p>Add another new bullet that says:</p>	<p>All planning applications that relate to amendments to original planning permissions that were themselves determined under delegated powers.</p>
<p>Council Procedure Rules, 12.7 Alteration of Motion</p>		<p>12.7 Alteration of Motion                  (a) A Councillor may alter a motion of which he or she has given notice with the consent of the meeting. The meeting’s consent will be signified without discussion. “Friendly amendments” will be dealt with in this way, where the motion proposer agrees the proposed change.</p>
<p>Council Procedure Rules 9. Questions by Cllrs</p>	<p>There are some clarifications of questions which need to take place but currently there is no formal provision for the Monitoring Officer to reject them.</p> <p>For example, it is the case that on some occasions, questions outline facts which are incorrect. Currently there is negotiation between the Monitoring Officer and the Questioner to amend the facts. Should the Questioner be unwilling to amend, there is no direct reason for rejection of the question, unless the contents are defamatory, frivolous or offensive. In circumstances where the factual inaccuracies are significantly misleading this is not helpful to the debate or public perceptions of the Council.</p>	<p>Proposed additional paragraph 9.4 (i):</p> <p>(i) Where the text of the question contains substantially incorrect factual statements and the questioner refuses to amend the text of the question.</p>

	<p>One way to deal with this is to add a power to paragraph 9.4 for the Monitoring Officer to reject a question in these circumstances.</p>	
<p>Council Procedure Rules 10. Motions – on Notice.</p>	<p>The same issue arises with motions proposed on notice – that the contents of the motion are substantially factually incorrect. This has the potential to be more damaging as Council is actually taking a decision on a motion. Again the system relies on the proposer of the motion agreeing to make changes to the wording of the motion.</p> <p>Members could consider adding a similar provision to that for questions.</p>	<p>Proposed additional paragraph 10.2 Scope (j):</p> <p>(j) Where the text of the motion contains substantially incorrect factual statements and the proposer refuses to amend the text of the motion.</p>
	<p>Where a motion seeks to change or make a Cabinet decision, it should not be possible for the motion to proceed. There is always an opportunity for the Monitoring Officer to discuss this with the motion proposer and seek a compromise. However if a motion proposer should refuse to amend the motion there is only the provision that allows the HOPS to advise the Chair that it is illegal.</p> <p>A clear statement that Council cannot make decisions that are within the Cabinet’s functions could cover this.</p>	<p>Add the following statement to 10.2 Scope:</p> <p>The Monitoring Officer will reject any motion which recommends the Council to make a decision in relation to a Cabinet function or to change a Cabinet decision. Such a motion will be referred to Cabinet for consideration.</p>

	This would still allow debate by Council on whether and in what terms to refer a matter to Cabinet.	
11 Motions and amendments without notice.	Where the motion is complex – such as when an alternative budget is proposed – a response will need to be worked through and considered financially and legally in advance of the Council Meeting. This should not therefore be a motion which is put forward without notice.	<p>Add after 10.6:</p> <p><u>10.6 Alternative Budget proposal</u></p> <p>Prior to moving a motion or amendment in Council proposing an alternative budget to the proposals of the Cabinet, a Cllr must in advance of the meeting seek the views of the Section 151 Officer. A failure to do so will result in the motion being rejected by the Chair.</p> <p>The motion must contain sufficient detail within it to justify the proposal. The Chair will take the advice of the Statutory Officers in determining this.</p>
Appendix to the Constitution Two – Members’ Travel and Subsistence Policy.	There is no requirement for Cllrs to submit their travel and subsistence claims within a specified time frame. Officers’ claims should be submitted monthly and are subject to approval by the Section 151 Officer if claimed outside 3 months. There is therefore a decision to be made as to whether claims should be submitted by Members within 3 months of the claim arising.	<p>Add in an extra sentence as follows:</p> <p>Members will submit claims within 3 months of the claim arising. All claims for a particular financial year are to be submitted within one month of 31 March.</p>
Council Procedure Rules 10 Motions - on Notice		10.1 Motions - on Notice

OFFICIAL-[SENSITIVE]

	<p>Currently there is no requirement for a Councillor proposing a motion to inform the Council who will be seconding the motion. Some Proposers do include this information.</p> <p>Some councils require that a motion is submitted by 2 Councillors – presumably the mover and seconder. This would give a degree of certainty as to what would be moved and seconded at Council and prevents speculation on the day.</p> <p>Accordingly it is proposed to add this requirement to the Rules.</p>	<p>Change the requirement to the motion being signed by two Councillors, so that it reads:</p> <p>Except for motions which can be moved without notice under Rule 11, written notice of every motion, signed by <b>the proposed mover and seconder of the motion</b> <del>at least one Councillor</del>, must be delivered to the Monitoring Officer not later than midday on the day twelve clear working days before the date of the meeting. These will be published on the Council's web site. There is a limit of one motion, per <b>Councillor Member</b>, per meeting. Details of motions submitted by Councillors on notice will be circulated to the Cabinet immediately after the deadline has passed.</p>
<p>Changes to EAC</p>	<p>To ensure the full process is in place to deal with employment matters relating to the Statutory Officers.</p>	<p>This is on another report to Standards Committee.</p>

## North East Derbyshire District Council

### Standards Committee

29th April 2026

#### Planning Committee In-person site visit protocol.

#### Report of the Assistant Director of Planning

Classification: This report is public

Report By: **Assistant Director of Planning**

Contact Officer: **David Thompson**

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#### PURPOSE / SUMMARY

This report sets out the purpose of the current draft protocol for the conduct of in-person site visits by members of the Planning Committee and seeks to establish the protocol as part of the Council's constitution.

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#### RECOMMENDATIONS

That Standards Committee approve the protocol for inclusion in the next update of the Council's Constitution. [Click here to enter text.](#)

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#### IMPLICATIONS

**Finance and Risk:** Yes  No

**Details:** There are no financial consequences arising directly from this report.

On Behalf of the Section 151 Officer

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**Legal (including Data Protection):** Yes  No

**Details:** If approved, the protocol should be referenced in Section 16 (Members Planning Rules) and appended to an updated version of the Council's Constitution

On Behalf of the Solicitor to the Council

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**Staffing:** Yes  No

**Details:** The conduct of in-person site visits requires officer resource, to ensure that the in-person site visits appropriately inform Members on the key issues to be

assessed in determining the application and how these manifest themselves on the site and impacts on the surrounding area.

On behalf of the Head of Paid Service

## DECISION INFORMATION

<b>Decision Information</b>	
<p><b>Is the decision a Key Decision?</b>  A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:</p> <p><b>NEDDC:</b>  <b>Revenue - £125,000</b> <input type="checkbox"/> <b>Capital - £310,000</b> <input type="checkbox"/>  <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p><b>Is the decision subject to Call-In?</b>  (Only Key Decisions are subject to Call-In)</p>	No
<b>District Wards Significantly Affected</b>	None
<b>Equality Impact Assessment (EIA) details:</b>	
<p><b>Stage 1 screening undertaken</b></p> <ul style="list-style-type: none"> <li>Completed EIA stage 1 to be appended if not required to do a stage 2</li> </ul>	EIA not required
<p><b>Stage 2 full assessment undertaken</b></p> <ul style="list-style-type: none"> <li>Completed EIA stage 2 needs to be appended to the report</li> </ul>	No, not applicable

<p><b>Consultation:</b></p> <p><b>Leader / Deputy Leader</b> <input checked="" type="checkbox"/> <b>Cabinet</b> <input type="checkbox"/></p> <p><b>SMT</b> <input type="checkbox"/> <b>Relevant Service Manager</b> <input checked="" type="checkbox"/></p> <p><b>Members</b> <input checked="" type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/></p>	<p>Yes</p> <p>Details: Consultation with the Portfolio Holder for Environment and Place, the Chair and Vice chair and all Members (including substitutes) of Planning Committee.</p>
<p><b>Links to Council Plan priorities;</b></p> <ul style="list-style-type: none"> <li>• <b>A great place that cares for the environment</b></li> <li>• <b>A great place to live well</b></li> <li>• <b>A great place to work</b></li> <li>• <b>A great place to access good public services</b></li> </ul>	

## REPORT DETAILS

### 1 **Background** *(reasons for bringing the report)*

- 1.1 A draft protocol was adopted from September 2025 for the re-introduction of in-person site visits for major applications (generally 10 or more dwellings, 1000 square metres of floorspace or a site area of over a hectare). This followed consultation with the Chair and Vice Chair of Planning Committee, followed by all other Councillors on the Committee (including substitute members). The draft protocol is attached as appendix 1 to this report.
- 1.2 In-person site visits for Committee items (often by the Chair, Vice Chair and another nominated Member only) were common prior to the Covid pandemic, although not all application sites were visited. With the restrictions imposed during the pandemic, 'virtual' visits via Microsoft Teams were introduced. These sessions involved an officer presentation, including photographs of the application sites, key views etc, for all application types.

### 2. **Details of the protocol and proposed actions**

- 2.1 Officers first consulted members of the Planning Committee on the idea of returning to in-person visits for major applications in May 2025, but organising these for all Councillors on the Committee. This was in part due to feedback from interested parties about the value to the decision maker of seeing a site in person before determining a planning application on the land and also officer view that such visits would aid the debate of the planning merits of the largest schemes.
- 2.2 Limiting the protocol to major scale planning applications was considered proportionate by officers due to a combination of the relatively low attendance at the 'virtual' visits and the officer resource involved in organising in-person visits for all applications referred to Planning Committee. The consultation with

Members in May 2025 did make clear that officers were open to widening the scope to non-major applications, but no feedback was received suggesting demand for this.

- 2.3 The 'virtual' visits for non-major applications being presented to Planning Committee remain in place.
- 2.4 Officers have added a review mechanism at the end of the draft protocol to incorporate the comments made at a recent Council meeting, allowing for consideration to be given to altering the scope of in-person site visits on an annual basis.
- 2.5 So far, there have been 2 in-person site visits held, which received a generally positive reception from Members.
- 2.6 The proposal is therefore for the protocol to be adopted and referred to in Section 16 (Members Planning Rules) and appended to an updated version of the Council's Constitution.

### **3. Reasons for Recommendation.**

- 3.1 To ensure that there is a transparent and consistent approach to the types of application that Members will be invited to visit in-person and those visits that will remain 'virtual' prior to the applications being debated at Planning Committee.

### **4. Alternative Options and Reasons for Rejection**

- 4.1 The option to retain 'virtual' visits for all application types was rejected due to the benefit of in-person visit in helping Members understand the impacts of the larger planning applications that are being determined at Planning Committee.
- 4.2 The option of in-person visits for all applications was rejected due to the relatively inefficient use of resource that this would require, given the relatively low consistent attendance at the virtual visits and the 2 in-person visits that have been undertaken to date.
- 4.3 The option of not adopting a protocol for in-person visits was rejected due to the importance of having a written process that explains the purpose of the in-person site visits and how these will be conducted, for the benefit of officers, Councillors and the public

## **DOCUMENT INFORMATION**

<b>Appendix No</b>	<b>Title</b>
1	Draft site visit protocol



### **Committee site visit protocol**

As of September 2025, this draft protocol applies to major planning applications only. Site visits for all other types of application will remain virtual via Microsoft Teams.

#### Arrangements for the site visit.

Planning Committee site visits will take place before the application is considered by the Planning Committee. The date, time and order of site visits will be circulated to Planning Committee Members, local Ward Members and the Parish Council. Any Councillor needing assistance with transport to the site visit should contact the Governance Team by email [governance@ne-derbyshire.gov.uk](mailto:governance@ne-derbyshire.gov.uk) or phone 01246 217391, three working days before the site visit is due to take place.

If access onto the site is necessary, the applicant or agent will be informed of the site visit and asked to ensure that access is available.

#### Attendance at the site visit.

If an application is sufficiently important to warrant a site visit then all Members should attend. The site visit will be undertaken to view the site and identify any aspects of it or the surrounding area. No debate on the merits of the application will be undertaken.

The persons entitled to be present at all times during the site visit are Members of the Planning Committee and appropriate Officers.

Local Ward Members and Parish Council representatives may join the site visit group but only to observe and listen. Where this happens the representative(s) will not be permitted to address the Planning Committee or its Members unless asked to identify physical features such as boundaries or access points.

The land owner or their agent or the applicant may need to accompany Members on the site visit. Where this happens that person will not be permitted to address the Planning Committee or its Members unless asked to identify physical features such as boundaries or access points.

Members of the public may attend and listen to the proceedings where these are conducted in public areas, but they have no right to enter private land or buildings.

Conduct at the site visit.

The following procedural rules will be observed in the holding of all Planning Committee site visits:

Officers will arrange the site visit in advance with relevant parties. There is no right to enter on private land without permission of the land owner.

Where appropriate, officers will obtain permission from the land owner or his/her agent for those invited to attend the site visit to enter the land. If permission is not given for Members and Officers and other interested parties to enter, the site will have to be viewed from the public highway/areas.

The Chair (or Vice Chair) will control proceedings throughout.

The Chair will explain that the purpose of the site visit is to only obtain information relevant to the determination of the application.

The Chair will summarise the proceedings and the constraints as set out below:

The Chair will introduce the Planning Officer who will describe the proposals to Members with reference to matters of fact and features on the land and the submitted plans/drawings and summarise the relevant issues and material considerations.

It is expected that Members will already be familiar with the planning officer's report where one has been provided.

Members may ask the Planning Officer for factual clarification of any planning matter relating to the proposal or surrounding land, for example, distances to adjoining or objectors' properties or the location of the planned development.

Other officers may be present to provide other specialist/expert advice/information where relevant/required (e.g. Highways Engineers, Tree Officers or Environmental Health Officers etc.).

Members will then be invited through the Chair to ask any questions of fact or seeking clarification from the Officers present. Members should not direct these questions to the applicant or others present. Any matters not to hand will be reported at the Planning Committee meeting.

Discussion on the merits of the application will not be permitted, and Members should refrain from making comments on the proposal.

Representatives of Objectors and/or supporters may be invited/allowed to attend the site visit as interested parties. However, the right of a representative to address the Planning Committee does not arise until this item is reached on the agenda during the relevant meeting of the Planning Committee.

Presentations from interested parties should on no account be made. However, occasionally it may be appropriate for interested parties to be asked, through the Chair, to point out important or relevant site features.

At no point during the site visit will debate or comment on the planning merits or otherwise of the proposal be permitted, as the proper time for such debate/comment is at the relevant meeting of the Planning Committee.

A Ward Councillor(s) may attend the site visit however, any Ward Councillors will refrain from debating or commenting on the planning merits or otherwise of the proposal. Ward Councillors will be permitted to make representations at the relevant meeting of the Planning Committee.

During the site visit, no separate discussions regarding the application must take place with officers or Members and either applicants, objectors or supporters. In order to assist in ensuring that Members receive the same information, they are required to keep together in one group with the Chair and the Planning Officer during the entirety of the accompanied site visit. They will not break-off to discuss the proposal separately with residents or the applicant.

During the site visit, Officers and Planning Committee Members will not accept any representations (including verbal presentations, documents, letters or petitions) from applicants, objectors or supporters. Any representations should be sent to the Planning department and these will be reported at the relevant meeting of the Planning Committee.

No hospitality will be accepted by Officers and Members from the applicant or any other interested party present at the site visit.

The Planning Committee Members present at the site visit will sign an attendance sheet.

The Chair (or Vice Chair) will conclude the site visit. Members will leave the site promptly, as a group, and refrain from talking to the applicant, objectors or other interested parties.

No indication of the views of Members or the likely outcome of the Planning Committee's deliberations on the application will be given. To do so might imply that a Member's mind is already made up.

If Members require further information or clarification of any aspect of the development, the officer(s) attending the site visit will be asked to ensure that such information is available by the time the application is considered by Members at the relevant meeting of the Planning Committee.

After the site visit and at the subsequent Committee(s):

The application will be reported to the next available Planning Committee for debate and determination.

To ensure openness and transparency the Chair/Officer will provide feedback to the meeting on the key issues arising/identified from the site visit.

Mechanism for review of the content and scope of the protocol.

It is proposed that this protocol is reviewed as part of the annual review of the Council's Constitution. The annual review will consider, amongst other things, whether it is proportionate to expand in-person site visits to non-major applications. Regard will be had to the attendance levels at both in-person and online site visits in determining whether the scope of this protocol.

## North East Derbyshire District Council

### Standards Committee

29th April 2026

#### Member Officer Relations Protocol update

#### Report of the Assistant Director of Governance and Monitoring Officer

Classification: This report is public

Report By: Sarah Sternberg, Assistant Director of Governance and Monitoring Officer

Contact Officer: Sarah Sternberg, Assistant Director of Governance and Monitoring Officer

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#### PURPOSE / SUMMARY

To update Members on the approach taken with regard to engaging with Members and Officers on the contents of the Protocol.

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#### RECOMMENDATIONS

1. That Members consider whether any further consultation should occur before the Annual Meeting considers the Protocol.
2. That Members consider the one page summary drafts for Members and Officers.
3. Consideration is given to how Members are informed of the contents of the Protocol.

#### IMPLICATIONS

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**Finance and Risk:** Yes  No

**Details:**

On Behalf of the Section 151 Officer

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**Legal (including Data Protection):** Yes  No

**Details: It is considered good practice and is recommended by the LGA that there should be a Member Officer Relations Protocol which is regularly reviewed and brought to the attention of both Members and Officers.**

On Behalf of the Solicitor to the Council

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**Staffing: Yes  No**

**Details: The Protocol supports both the Members Code of Conduct and the Employee Code of Conduct and deals with what is expected from both in terms of how they treat one another.**

On behalf of the Head of Paid Service

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## **DECISION INFORMATION**

<b>Decision Information</b>	
<p><b>Is the decision a Key Decision?</b>  A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:</p> <p><b>NEDDC:</b>  <b>Revenue - £125,000</b> <input type="checkbox"/> <b>Capital - £310,000</b> <input type="checkbox"/>  <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p><b>Is the decision subject to Call-In?</b>  (Only Key Decisions are subject to Call-In)</p>	No
<p><b>District Wards Significantly Affected</b></p>	None but all indirectly
<b>Equality Impact Assessment (EIA) details:</b>	
<p><b>Stage 1 screening undertaken</b></p> <ul style="list-style-type: none"> <li>Completed EIA stage 1 to be appended if not required to do a stage 2</li> </ul>	An EIA was completed for the draft Protocol and submitted to the last Committee.
<p><b>Stage 2 full assessment undertaken</b></p> <ul style="list-style-type: none"> <li>Completed EIA stage 2 needs to be appended to the report</li> </ul>	No, not applicable
<p><b>Consultation:</b>  <b>Leader / Deputy Leader</b> <input type="checkbox"/> <b>Cabinet</b> <input type="checkbox"/>  <b>SMT</b> <input type="checkbox"/> <b>Relevant Service Manager</b> <input type="checkbox"/>  <b>Members</b> <input checked="" type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/></p>	Yes  Details: JCG, Party Leaders and Statutory Officers.

<p><b>Links to Council Plan priorities;</b></p> <ul style="list-style-type: none"> <li>A great place that cares for the environment</li> <li>A great place to live well</li> <li>A great place to work</li> <li>A great place to access good public services</li> </ul>
All indirectly

## REPORT DETAILS

### 1 Background (reasons for bringing the report)

1.1 To outline what has been done in terms of seeking comments on the current draft in advance of the Annual Meeting.

## **2. Details of Proposal or Information**

2.1 Following the discussion at the last meeting of the Committee, the draft Member Officer Relations Protocol has been presented to the JCG for comment and sent to the Leaders of the 4 parties in the Council. In relation to the Leaders, any comments received will be reported at the meeting.

2.2 The JCG consideration resulted in a request for a one page summary for employees. It was understood that in some areas of the Council there is a need to read the whole document. However in other areas of the Council it was necessary only to have an overview of it and to know who to seek further information from. The attached draft notes for employees aims to do this.

2.3 In addition it was confirmed that there was to be a session on officer ethics at the next Managers Essentials session and that this would become part of the induction for new employees.

2.4 In terms of Members and notes for them, the employees notes have been replicated but adapted to the Members' perspective. This is also attached.

2.5 For the review of the Member Officer Relations Protocol this year, Members are requested to consider if anything further should be done or any other views sought.

2.6 A further report on the requirements of the LGA guidance in the light of LGR will be put on the Committee's work plan for 2026/7.

## **3 Reasons for Recommendation**

3.1 To keep the Member Officer Relations Protocol up to date and ensure that it is brought to the attention of Members and Officers.

## **4 Alternative Options and Reasons for Rejection**

4.1 Not to review the Protocol was dismissed as it is not good practice nor helpful for Members and Officers.

## **DOCUMENT INFORMATION**

<b>Appendix No</b>	<b>Title</b>
1	Members notes on the Member Officer Relations Protocol Employees notes on the Member Officer Relations Protocol

**Background Papers** (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet you must provide copies of the background papers)

None

### Member/Officer Relations Protocol notes for Members

The purpose of the Protocol is to give the public confidence in the Council's decision making and to give advice on the professional and mutually respectful behaviour expected of Members and Officers when dealing with each other and the public.

This mirrors the requirements in the Members' Code of Conduct and the Employee Code of Conduct for expected behaviour including the expectation of complying with the Nolan Principles (selflessness, integrity, objectivity, accountability, openness, honesty and leadership).

#### How does this affect me?

Members and employees are expected to treat each other (as well as Members of the Public) with respect, be polite and generally treat each other fairly. This is expressed in both the Members' and the Employee Codes of Conduct. A breach of these Codes of Conduct can result in a complaint (Members) or disciplinary action (employees). The duty applies to Members only where they are acting as Councillors and to officers where they are performing their role or representing the Council.

#### What is acceptable behaviour?

Being professional, polite, honest and having integrity. Be prepared to talk openly but be aware that there is some information which is confidential and mustn't be shared. Do not gossip.

Members should be mindful that information shared with them may be confidential or legally restricted, and officers may not always be able to disclose or discuss matters informally.

#### Unacceptable behaviour?

If you experience behaviour which you consider unacceptable, you should raise this with the Officer and/or the Manager and explain why you find it unacceptable.

If concerns cannot be resolved informally, they can be raised with the Head of Paid Service.

#### You should avoid unnecessarily close relationships with Employees

You should avoid close personal friendships, trips and holidays together etc. You should also avoid giving the public the view that you are close friends.

#### The roles of officers and Members

Members set policy, represent residents and hold decision-makers to account. Officers provide impartial, professional advice and implement decisions. Members should not seek to direct officers, and officers must remain politically neutral at all times.

Further information and help

The Protocol can be found in the Council's Constitution on the website. For further information and help (including a hard copy), please contact the Monitoring Officer, Deputy Monitoring Officer or the Governance Manager.

May 2026

### Member/Officer Relations Protocol notes for employees

The purpose of the Protocol is to give the public confidence in the Council's decision making and to give advice on the professional and mutually respectful behaviour expected of Members and Officers when dealing with each other and the public.

This mirrors the requirements in the Members' Code of Conduct and the Employee Code of Conduct for expected behaviour including the expectation of complying with the Nolan Principles (selflessness, integrity, objectivity, accountability, openness, honesty and leadership).

#### How does this affect me?

Members and employees are expected to treat each other (as well as Members of the Public) with respect, be polite and generally treat each other fairly. This is expressed in both the Members' and the Employee Codes of Conduct. A breach of these Codes of Conduct can result in a complaint (Members) or disciplinary action (employees). The duty applies to Members only where they are acting as Councillors and to officers where they are performing their role or representing the Council.

#### What is acceptable behaviour?

Being professional, polite, honest and having integrity. Be prepared to talk openly but be aware that there is some information which is confidential and mustn't be shared. Do not gossip.

Employees must remain politically neutral and should not accept direction or instruction from Members outside formal decision-making and officer management arrangements.

Employees may not always be able to share information with Members due to confidentiality, legal privilege or data protection requirements. This is a normal and proper part of the officer role.

#### Unacceptable behaviour?

If you experience behaviour you consider unacceptable, you are not expected to deal with this on your own. Where appropriate and you feel comfortable, issues can sometimes be resolved informally. Otherwise, concerns should be raised with your line manager, HR or the Monitoring Officer.

#### You should avoid unnecessarily close relationships with Members

You should avoid close personal friendships, trips and holidays together etc. You should also avoid giving the public the view that you are close friends.

#### The roles of officers and Members

The roles are very different. Members represent their ward and those who live in it. Employees work for the Council. These are distinct but separate roles and are mutually supportive.

Further information and help

The Protocol can be found in the Council's Constitution on the website. For further information and help (including a copy of the Protocol), please contact the Monitoring Officer, Deputy Monitoring Officer or the HR and OD Manager.

May 2026