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| Committee(s) | Dated: |
| Establishment Committee | 25 October 2016 |
| Subject: Protocol on Member Officer Relations | Public |
| Report of: Director of Human Resources | For Decision |
| Report author: Tracey Jansen Human Resources, Town Clerks | |

Summary

This report asks Members of the Committee to consider a recommendation from the Standards Committee to amend the Protocol on Member/Officer Relations to better reflect corporate initiatives in relation to equality diversity and inclusion.

Recommendation(s)

Members are asked to:

- Endorse the recommendation of the Standards Committee to amend the Protocol on Member/Officer Relations for onward approval by the Court of Common Council as outlined in paragraph 4 below.

Main Report

Background

1. A query was raised at the July Court of Common Council on whether the Protocol on Member/Officer Relations training that had been offered to all Members had also been offered to Officers. This Committee was informed in September 2016 that the Protocol would feature in the corporate employees' induction and online training. Briefings would also be offered to staff who worked closely with Members. Members of this Committee were informed that Protocol was not part of the Employee Code of Conduct but in the interests of transparency would be appended to the Employee Code of Conduct.

Current Position

2. The Standards Committee at its meeting on 6 October were informed of the position.
3. The Policy and Resources Committee at its meeting in April 2016 considered a report on Increasing Diversity in the Court of Common Council. As part of my annual report to the Standards Committee on the Protocol on Member/Officer it was recommended that it would be appropriate to align the Protocol to the commitments made in the report to the Policy and Resources Committee by including specific reference to equality diversity and inclusion. This would also

reflect the wider commitments that have been made to developing and embedding equality and inclusion in the workplace and in service delivery.

Proposals

4. The Standards Committee agreed the following additional points to be added to the Protocol's Expectations subject to approval by the Court of Common Council.

Expectations

- 1) Members have a right to expect from Officers:
(m) Commitment to equality, diversity and inclusion in their relationship with Members and colleagues
- 2) Officers have a right to expect from Members
(i) Commitment to equality, diversity and inclusion in their relationship with Officers and colleagues

Corporate & Strategic Implications

5. As outlined above this update and proposal supports the City Corporation's wider commitment to equality diversity and inclusion in its membership, role as employer and in service delivery.

Conclusion

6. This report addresses the issues that were raised at the Court of Common Council at its meeting in July 2016 and makes recommendations to amend the Protocol on Member/Officer Relations.

Appendices

- Appendix 1 – Protocol on Member/Officer Relations

Background Papers

Report to Standards Committee 6 October 2016 - Annual review of the Protocol on Member/Officer Relations 2015-6

Report to Policy and Resources Committee April 2016 – Increasing Diversity in the Court of Common Council.

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