

## Working Group Meeting on 25 November 2015

Paragraph No.	Point Raised	Response
2.4	(a)-(f) – can the seven principles from the Code of Conduct be used instead.	No - this Protocol is in addition to the Code of Conduct.
2.6	Give examples of 'inappropriate behaviours'.	Protocol needs to remain general and simple so it is better not to include specific examples as there is a danger that the list could be regarded as prescriptive.
2.6 & 2.7	Could combine into one Paragraph.	Paragraphs address slightly different things so not appropriate to merge.
2.8	Joint responsibility of Officers and Members to provide leadership and take personal, individual and collective responsibility for the Council's decisions and activities.	Officers work at direction of Members and Members need to understand their role which is the reason it is set out in the Protocol.  Officers provide leadership to other Officers but this Protocol is not about the hierarchy of Officers.
2.9	Should 'operational matters' be defined.	May lose simplicity of document if is littered with definitions.
2.9	Should there be an inclusion in the role of Members to ensure they are briefed prior to meetings?	See amendment.
2.10	Do we need to include the word 'junior'?	Amendment made to delete 'junior'
	Should Paragraph also include something about vexatious behaviour or trying to exert undue influence from Members to Officers?	'Behaviour' Paragraph covers this point.
2.12.6	Should work both ways – Officers should also expect Members to maintain confidentiality, perform to best of their ability etc.	No amendment made as this is covered adequately within Protocol and Code of Conduct.
2.15	Paragraph not necessary as is common sense.	Paragraph serves as a reminder and, whilst it is common sense and obvious to Members, it is helpful to the public to know how the Council deals with things.

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2.17 & 3.4	Budget discussions not covered i.e. if a Political Group asks for assistance in preparing a budget it must remain confidential.	See amendment at 2.17. Not necessary at 3.4.
2.19	Heading should include Lead Members.	See amendment.
2.21	Reads as though Licensing Committee does not have briefings when it does.	No change made as Planning and Licensing Committees are different and, whilst they do have briefings, they do so in the context of their specific Protocols which is what the Paragraph states.
2.24	Add Lead Members to Protocol noting that they are more involved than 'other' Members and discussing confidentiality at Lead Member Briefings and how the relationship works.	Lead Members added but other points not appropriate for this Protocol.
2.27	Add something about trying to exert pressure to do something on a Member's 'patch'.	See addition at 5.4.
2.29	Make wording clear so it doesn't read as though Members are lobbying Officers.	See amendment.
2.31 & 2.32	Already covered in 2.4.	Different point. Suggested no amendment.
2.34	Register should be open to the public for transparency purposes.	See amendment.
4.2	Include something about inappropriate use/numbers of emails.	See 2.9 and 2.12.6 – Working Group to consider if what is drafted is appropriate and if it should, instead, be included under 'Member/Officer Complaints'.
	Add something about elections/purdah and being aware of political activities.	See addition at 2.4(g).
	Add something about duty of Members to report bullying of Officers by Members where it is seen/known of.	See addition 2.4(h) - Working Group to consider if what is drafted is appropriate.
	Include reference to staff Code of Conduct as well as Member one.	Already included at 1.2.
	Partnership of Members and Officers should be spelt out in introduction.	See amendment at 1.1.

<b>Paragraph No.</b>	<b>Point Raised</b>	<b>Response</b>
	Include something about duty of Members and Officers in respect of issues of safeguarding, sexual harassment etc.	Too specific for this Protocol.
	Check consistency i.e. Authority/Council.	Amendments made where applicable.