

# ***Report to the Council***

**Committee:** Overview and Scrutiny

**Date:** 29 March 2011

**Chairman:** Councillor Richard Morgan

**Item:** 12

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## **STATUTORY OFFICERS PROTOCOLS**

### **Recommending:**

- (1) That protocols for the three Statutory Officers and their relationship with the Council, set out in Appendices 1-3 be adopted and published as part of the Constitution; and**
  - (2) That these protocols be reviewed every two years in future.**
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1. The Constitution and Member Services SSP have considered, on two occasions, a report on draft protocols for the three Statutory Officers at the last meeting, namely: Head of Paid Service (HOPS), Monitoring Officer (MO) and Chief Finance Officer (CFO). The SSP has now submitted the drafts as set out in Appendices 1-3 to us for consideration and we are happy to recommend these for adoption.
2. Hitherto, the Council has not adopted such protocols although they are common practice in many local authorities. We consider that they are a useful way of:
  - (a) setting out the powers and duties which the officers who hold the designations must exercise;
  - (b) stating how those roles affect the Council; and
  - (c) clarifying what happens if any of the designated officers is absent or subject to a conflict of interest.
3. Generally, we feel that the protocols will aid understanding and effective working arrangements and we are recommending that these Protocols be adopted and reviewed every two years.