

REPORT TITLE: Councillor and Officer Protocol update

Meeting:	Corporate Governance and Audit Committee
Date:	7th March 2025
Cabinet Member (if applicable)	Cllr Tyler Hawkins
Key Decision Eligible for Call In	No No
Purpose of Report To seek approval for amendments to the Councillor and Officer Protocol to be recommended to Council.	
Recommendations <ul style="list-style-type: none"> • That the suggested amendments to the Councillors and Officers Protocol be recommended to Council 	
Reasons for Recommendations <ul style="list-style-type: none"> • The suggested amendments are intended to update and modernise the Constitution 	
Resource Implications: None	
Date signed off by Executive Director & name	Rachel Spencer-Henshall 25/2/2025
Is it also signed off by the Service Director for Finance?	Kevin Mulvaney 25/02/2025
Is it also signed off by the Service Director for Legal Governance and Commissioning?	Samantha Lawton 25/02/2025

Electoral wards affected: All

Ward councillors consulted: Members of the Monitoring Officer's Constitution working group

Public or private: Public

Has GDPR been considered? Yes

1. Executive Summary

- 1.1 The Councillor and Officer Protocol is part of the Kirklees Constitution.
- 1.2 It was recognised that the Councillor Officer protocol had not been reviewed or updated for some time and the former Monitoring Officer felt it was appropriate to involve members and officers in a wider review of the protocol.
- 1.3 The feedback from the external consultant, members and officers was used as the basis for the amendments that have been made.

2. Information required to take a decision

Councillor-Officer Protocol

- 2.1 Following a project to look at the protocol that involved members and officers that was facilitated by external consultant Bethan Evans in May 2023, the protocol has been updated.
- 2.2 The general feedback on the existing protocol was that it was largely fit for purpose, but there were some areas that could be improved, in terms of outlining more clearly, roles, responsibilities and expectations, as well as any areas of complaint and bringing the document up to date as to current practice.
- 2.3 Consequently, a number of amendments have been made to the existing protocol, as it was felt that there was not a need for it to be rewritten entirely.
- 2.4 A copy of the draft revised protocol that shows in 'track change' of the amendments that have been made is attached at Appendix 1. A copy of the current protocol is also attached at Appendix 2.

3. Implications for the Council

- 3.1 **Working with People**
N/A
- 3.2 **Working with Partners**
N/A
- 3.3 **Place Based Working**
N/A
- 3.4 **Climate Change and Air Quality**
N/A
- 3.5 **Improving outcomes for children**

N/A

3.6 **Financial Implications for the People Living or Working in Kirklees**

N/A

3.7 **Other (eg Legal/Financial or Human Resources)**

Regular review of the Constitution will ensure that Kirklees Council is operating lawfully.

4. Consultees and their opinions

4.1 The views of the members and officers who participated in the group sessions have been taken into account when the protocol was being amended.

4.2 The revised protocol has been shared with the Constitution Working Group.

5. Next steps and timelines

5.1 Any recommendation by this Committee will need to be considered by Council and a report to Council will be prepared.

5.2 Any changes to the Constitution agreed by Council will then be put into place.

6. Officer recommendations and reasons

6.1 That members approve the proposed amendments to the Member Officer Protocol.

7. Cabinet portfolio holder's recommendations

N/A

8. Contact officers

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9. Background Papers and History of Decisions

N/A

10. Appendices

Appendix 1 – Amended Councillor and Officer Protocol

Appendix 2 – Current Councillor and Officer Protocol

11. Service Director responsible

Samantha Lawton
Service Director – Legal, Governance and Commissioning
01484 221000

