

# Protocol on Councillor/Officer Relations

The Council may adopt a Councillor/Officer protocol to cover matters not provided for by the codes if necessary.

Councils should insert their protocol on councillor/officer relations.

This should be developed locally to reflect local political arrangements and approaches. However it would be expected to cover the following areas:

1. principles underlying councillor/officer relations;
2. roles of councillors;
3. roles of officers;
4. relationship between Chairman of the Council and officers;
5. relationships between Leader of the Council and members of the Executive and officers;
6. relationships between chairmen and members of Scrutiny and officers;
7. relationships between chairmen and members of other committees and officers;
8. officer relationships with party groups;
9. councillors in their ward role and officers;
10. councillor access to documents and information;
11. other individuals who are members of council bodies;
12. press releases; and
13. correspondence.