

LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF



FINANCE & POLICY COMMITTEE MEETING

12th October 2026

REPORT OF THE CLERK AND EXECUTIVE OFFICER

1. MEMBER AND OFFICER PROTOCOL

1.1 The purpose of this report is to present the updated **Protocol on Member/Officer Relations** (attached as Appendix A) for the Finance and Policy Committee to recommend to Council for formal consideration and adoption.

1.2 **Protocol on Member/Officer Relations** (attached as Appendix A) reinforces the standards of conduct, mutual respect, and clarity of roles required between elected members (Councillors) and the council's employees (the Clerk and staff).

1.3 Smooth and effective local governance relies on strong, productive, and professional working relationships between Councillors and officers. This protocol complements the statutory Code of Conduct for Members and the employment contracts/codes governing the Clerk and staff. It provides practical guidance on day-to-day interactions, communication, and the boundaries of responsibility.

2. Key Principle of the Protocol

2.1 The draft protocol is built upon the following core principles:

- **Distinct Roles:** Councillors set council policy and represent the community; officers (led by the Clerk) provide professional, impartial advice and manage day-to-day operations and service delivery.

- **Mutual Respect and Courtesy:** Working relationships must remain professional, courteous, and objective. Neither party should seek to take unfair advantage of their position or exert undue pressure on the other.
- **Political Neutrality:** Officers serve the whole council and must remain politically neutral, maintaining confidentiality and integrity at all times.
- **Access to Information:** Clarifies a member's right to inspect council documents and information while respecting data protection and confidentiality protocols.
- **Resolving Issues:** Outlines a local resolution path for low-level friction or misunderstandings before they escalate.

3. RECOMMENDATIONS

3.1 To receive and note the report

3.2 Approve and recommend to Council the adoption the attached Protocol on Member/Officer Relations.

