

DOCUMENTATION/FUNCTION - PROTOCOL OF MEMBER/OFFICER RELATIONSHIPS, INCLUDING DEALING WITH PLANNING and LICENSING MATTERS

IMPLEMENTATION				
Target Population	Members/Senior Officers/Officers dealing with Planning and Licensing Matters			
Duty	To ensure that Members and Officers recognise their respective roles and acknowledge the implications for supporting political leadership for the whole Council			
Training Requirements	Member Induction, Officer Training			
Lead Officer	Assistant Director, Law and Governance and Monitoring Officer			
PROCESS	ACTIONS (HOW)	WHEN	OUTPUT	WHO
AWARENESS (keeping it live in people's minds)	Included in Constitution.	On induction of Members. Referred to at induction of newly recruited DMT/Planning and Licensing Officers	Members and Senior Officers are aware of the content of the Protocols.	Assistant Director, Law and Governance
MONITORING (keeping it effective – recording when it happens)	Directors responsible for alerting Assistant Director, Law and Governance to any issues arising. Assistant Director, Law and Governance to monitor.	As and when. Annually	Protocols complied with. Protocols complied with.	Assistant Director, Law and Governance Assistant Director, Law and Governance and Monitoring Officer
REVIEW (keeping it up to date)	Constitution including Protocol is reviewed annually.	Annually.	Protocols remain up to date and relevant	Assistant Director, Law and Governance