

Section 151 Officer Protocol

The Section 151 Officer undertakes to discharge their responsibilities with determination and in a manner which will enhance the reputation of the Council.

The following arrangements and understandings between the Section 151 Officer and colleagues and elected Members are designed to help ensure the effective discharge of their functions:

- if not a member of the Management Team, the Section 151 Officer will have advance notice of those meetings and agendas and reports and the right to attend and speak;
- advance notice of meetings between Business Unit Heads and members of the Executive or Committee chairmen will be given to the Section 151 Officer where any financial issues are likely to arise;
- Business Unit Heads will alert the Section 151 Officer to all emerging issues of concern including legality, probity, vires, and constitutional issues;
- the Section 151 Officer will have copies of all reports to Members;
- the Section 151 Officer will have a special relationship with the Chairman of the Council and the Chairmen of the Standards and Scrutiny Committees, and will ensure that the Head of Paid Service and Monitoring Officer have up to date information regarding emerging issues;
- the Head of Paid Service, the Section 151 Officer, and the Monitoring Officer shall meet regularly to consider and recommend action in connection with current governance issues and other matters of concern regarding probity;
- the Section 151 Officer will report to the Council from time to time on the Constitution and any necessary or desirable changes following consultation with the Head of Paid Service and the Monitoring Officer;
- the Section 151 Officer will make reports to the Council from time to time, as necessary, on the staff, accommodation, and resources they require to discharge their functions;
- the Section 151 Officer will appoint a deputy and keep them briefed on emerging issues.