

## **BRIEFING NOTE – PROPOSED PROCEDURE WITH REGARD TO ACCESS TO PREMISES FOR COUNCILLORS**

At the last Standards Committee meeting it was requested that the Monitoring Officer draw up a procedure regarding the issue raised by Cllr Mrs Roach's Motion 480 that "this Council resolves to clarify who has the authority to take disciplinary action against Councillors and under what circumstances such action can be taken".

The proposal from the Monitoring Officer is that section 15 of the Member/Officer be updated to reflect the following wording listed below in ***Bold Italics***

### **15.0 Access to Premises**

15.1 Officers have the right to enter Council land and premises to carry out their work. Some officers have the legal power to enter property in the ownership of others.

15.2 Members have a right of access to Council land and premises to fulfil their duties.

15.3 When making visits as individual members, members should:-

- whenever practicable, notify and make advance arrangements with the appropriate manager or officer in charge;
- comply with health and safety, security and other workplace rules;
- not interfere with the services or activities being provided at the time of the visit;
- if outside his/her own ward, notify the ward member(s) beforehand; and
- take special care at schools and establishments serving vulnerable sections of society to avoid giving any impression of improper or inappropriate behaviour.

15.4 ***Where a Councillor is the subject of criminal prosecution which is outside the scope of the Standards Committee (and where staff may be involved in the case) the Chief Executive may determine the withdrawal from a Councillor any discretionary access to staff areas of the Council offices, ensuring that:***

- 1. The Councillor is able to attend committee meetings in the public access sections of the building;***
- 2. The Councillor is able to attend meetings with officers in the public access sections of the building and is able to access information to continue to serve their constituents***
- 3. The Councillor has access to pc and email in order to carry out their duties as a Councillor.***

***Once the outcome of the criminal prosecution is known the Councillor will not have full access to the Council offices (public and staff access) until the period of their conviction has passed or the Chief Executive so determines***