

**Council – 16 October, 2018  
Item 10  
Recommendation from Cabinet  
Member for Policing and  
Equalities - 8 October, 2018**

**Coventry City Council  
Minutes of the Meeting of Cabinet Member for Policing and Equalities  
held at 3.30 pm on Monday, 8 October 2018**

Present:

Members: Councillor A S Khan (Cabinet Member for Policing and Equalities)

Employees (by Directorate):

Place: S Bennett, J Newman

Apology: Councillor P Akhtar (Deputy Cabinet Member for Policing and Equalities)

**RECOMMENDATION**

**16. Monitoring Officer Protocol**

The Cabinet Member for Policing and Equalities considered a report of the Director of Finance and Corporate Services which indicated that, at its meeting on 26 July, 2018, the Ethics Committee approved a draft Monitoring Officer's Protocol, a copy of which was appended to the report. The Members of the Constitutional Advisory Panel had also been consulted on the contents of the Protocol.

The decision to draft a Monitoring Officer Protocol had arisen from the Ethics Committee's consideration of public interest reports issued in connection with two other Councils. The report indicated that a Monitoring Officer Protocol is beneficial as it sets out for both members and officers the roles and responsibilities of the Monitoring Officer, what resources should be available to the Monitoring Officer and how they will discharge those duties. It also sets out what is expected of Members and other officers in terms of keeping the Monitoring Officer informed to ensure the effective and efficient discharge of their roles and responsibilities. Such Protocols are considered to be good practice.

The draft Protocol had been drafted both to reflect current practices within the Council and best practice in other local authorities and sets out the statutory responsibilities of the Monitoring Officer and how those will be discharged. It is partly a statement of current practice and convention. In some respects, however, it seeks to promote greater clarity and certainty. In particular, it makes it clear that

the Monitoring Officer can only fulfil their statutory functions with the assistance and co-operation of Members and Officers.

The Protocol outlines working arrangements including:-

- Access to resources
- Access to information
- The relationship between the Monitoring Officer, other statutory officers, leading members and external bodies
- Standards matters
- The Constitution

The monitoring and review of the Protocol is the responsibility of the Monitoring Officer.

**RESOLVED that the Cabinet Member for Policing and Equalities recommends that the City Council approves the draft Monitoring Officer Protocol as attached to the report submitted and agrees to its inclusion in the Constitution.**

(Meeting closed at 3.45 pm)