

PROCEDURES COMMITTEE

A meeting of the **Procedures Committee** will be held on **Wednesday, 17th July, 2024** in the **Council Chamber, Forde House, Brunel Road, Newton Abbot, TQ12 4XX** at **10.00 am**

PHIL SHEARS
Managing Director

Membership:

Councillors Bullivant, Daws, Dawson (Chair), Keeling, MacGregor, Nutley (Substitute), Palethorpe, Peart, Purser, Sanders (Substitute), J Taylor, Thorne and Wrigley

Please Note: Filming is permitted during Committee meeting with the exception where there are confidential or exempt items, which may need to be considered in the absence of the press and public. By entering the Council Chamber you are consenting to being filmed.

AGENDA

Part I

1. **Apologies for absence**
2. **Minutes of the previous meeting** (Pages 5 - 8)
3. **Declarations of interest**
4. **Independent Remuneration Panel Report** (Pages 9 - 12)
5. **Revised Member/Officer Protocol** (Pages 13 - 20)
6. **Cllr Macgregor - Motion on Major applications, variations to conditions and TDC property based applications**

In order to provide clarity, as well as consistency and transparency in the planning process for residents of the district, in future all of the following planning applications will be put to committee.

- 1. All major planning applications - including those associated with major sites.*
- 2. All planning applications involving heritage assets (listed buildings etc).*
- 3. All variations to conditions.*
- 4. All applications relating to property and buildings owned, leased or managed by Teignbridge District Council.*

As part of point 1) 'all major planning applications' the officer reports must demonstrate where this is part of a previous 'hybrid' planning application that all the conditions are met and how these apply to the individual plot. Also, as part of point 1) where the hybrid planning application demonstrated a commitment to build schools, or care homes or community buildings, each application must explain how that is to be delivered if it is not detailed in the individualised plot application.

7. Cllr Swain - Motion on the process of calling in applications to Planning Committee

1. There has recently been a change in process for members referring a planning application to committee. The referral can be in the event that it is recommended for approval, or for refusal. The familiar third option to refer it either way has been removed from the form and members have been told they must opt for one or the other, not both. This might place ward members in a difficult position if they are also on the planning committee. By calling in and effectively picking a preferred outcome, they may risk allegations of predetermination.

2. When referring an application to committee, "a valid planning reason", based on planning policy must be given. There are cases with strong community involvement, or with potential conflicts of interest where it might be justified in the public interest to make the decision by committee in public. This might apply regardless of the policy-based merits of the application.

3. Parish and town councils work hard to fulfil their duty to comment on planning applications. They are volunteers and have little or no training and support. Planning training is routinely given to Teignbridge councillors and could be opened up to allow parish and town councillors to attend.

4. Parish councils work hard to fulfil their duty to comment on planning applications and often feel ignored. Where an officer recommendation goes against the view of the parish or town council, the officer recommendation should acknowledge that view and explain why a different outcome is recommended.

I move that we amend the constitution to:

- 1. Allow planning decisions to be referred to committee if recommended for approval, if recommended for refusal, or in either case.*
- 2. Allow planning decisions to be referred to committee giving the reason that it is in the public interest for the decision to have oversight from the planning committee.*
- 3. Allow parish and town councillors to join Teignbridge planning training where possible without compromising the primary function of training*

Teignbridge planning committee members.

4. Where an officer recommendation goes against the view of a parish or town council, the recommendation should acknowledge that view and explain why a different outcome is recommended.

8. Members Training and Briefing Programme

(Pages 21 - 26)

If you would like this information in another format, please telephone 01626 361101 or e-mail info@teignbridge.gov.uk

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PROCEDURES COMMITTEE

TUESDAY, 30 JANUARY 2024

Present:

Councillors Clarence (Chair), Daws, Keeling, Palethorpe, Ryan, J Taylor, Thorne and Wrigley

Members Attendance:

Councillors Radford

Apologies:

Councillors Bullivant and MacGregor

Officers in Attendance:

Phil Shears, Managing Director

Paul Woodhead, Head of Legal Services & Monitoring Officer to the Council

Trish Corns, Democratic Services Officer

Christopher Morgan, Trainee Democratic Services Officer

12. MINUTES OF THE PREVIOUS MEETING

RESOLVED that the minutes of the meeting held on 2 October 2023 be approved as a correct record and signed by the Chair.

13. DECLARATIONS OF INTEREST

None.

14. REVISION OF THE MEMBER AND OFFICER PROTOCOL

Consideration was given to the revision of the Member and Officer Protocol which was deferred from the previous Procedures Committee meeting to enable Group Leaders to discuss the protocol with their Members and feedback to this meeting.

The Leader advised that the protocol had been circulated in the last week to the Group Leaders.

It was considered that the protocol circulated with the agenda was too lengthy.

It was unanimously

RESOLVED that the Leader work with the Managing Director to compile a version for consultation with Group Leaders

15. NOTICES OF MOTION - DECISIONS MAKING AND CONSTITUTIONAL REQUIREMENTS AND DECISION MAKING

The Notices of Motion set out of the agenda at agenda items 5 and 9 were taken together because they were inextricably linked. The Motion at agenda item 5 had been presented by Cllr Bullivant at Council on 17 October 2023. The Motion at agenda item 9 had been presented by Cllr P Parker at Council on 16 January 2024

It was noted that the recommendations from the recent Peer Review had suggested that working practices timescales should be extended.

It was unanimously,

RESOLVED that any amendment to the published agenda for Full Council, Executive and Overview and Scrutiny should be notified to the Managing Director and Democratic Services by noon the previous working day to the meeting, to enable officers and Executive Members time to prepare their response.

16. NOTICE OF MOTION - LOSS OF SECTION 106 CONTRIBUTIONS

This Notice of Motion as set out on the agenda was presented by Cllr J Taylor at Council on 17 October 2023.

It was agreed that the word *deception* at the 3rd line of the 5th paragraph be changed to *disingenuous*, as the former word could imply a criminal offence.

It was unanimously,

RESOLVED that

1. The notice of motion be referred to the Overview and Scrutiny Committee 2 with a recommendation that a task and finish group be set up with Cllr J Taylor being a member of the group.
2. The word *deception* at the 3rd line of the 5th paragraph be changed to *disingenuous*.

17. NOTICE OF MOTION -GREEN IMPROVEMENTS IN CONSERVATION AREAS

The Notice of Motion as set out on the agenda was presented by Cllr Mullone to Council on 28 November 2024.

It was agreed that part (b) of the Motion be deleted.

It was unanimously,

RESOLVED that Notice of Motion be amended to delete part (b) and referred to the Overview and Scrutiny Committee 2 to be considered by the Task and Finish group as Minute 16 above.

18. NOTION OF MOTION - SPEAKING AT PLANNING COMMITTEE

The Notice of Motion as set out in the agenda was presented to Council on 28 November by Cllr P Parker.

It was unanimously,

RESOLVED that the motion be referred to the Overview and Scrutiny Committee 2 to be considered by the Task and Finish group as Minute 16 above, and in the meantime the current process continues.

19. NOTICE OF MOTION - CONSTITUTIONAL REQUIREMENTS AND DECISION MAKING

This was dealt with at Minute 15 above.

Cllr C CLARANCE
Chairman

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REPORT OF THE INDEPENDENT REMUNERATION PANEL (IRP) TO TEIGNBRIDGE DISTRICT COUNCIL

Introduction

The Local Government Act, 2000 required local authorities to produce a Scheme in respect of councillors' allowances. Under the Local Government (Members' allowances) (England) Regulations 2003, Councils have to set up an independent remuneration panel to make recommendations on members' allowances.

The Panel met on 8 May 2024 to:

- Consider the Special Responsibility Allowance (SRA) for Overview and Scrutiny (OS) Chair and Vice Chair
- Review the report of the IRP2022/23 Review considered by Council November 2022 and the consequential decisions of Council.

1. Overview and Scrutiny (OS)

The Panel considered a request to review the special responsibility allowances relating to the Overview and Scrutiny function in the light of the Council's intention to reduce the committees from two to one, effective from May 2024.

On the face of it, having only one Chair and Vice Chair might imply there would be more of a focus on leading the function, including prioritisation of committee business. In its report, the Panel felt that if there was clear functional leadership, it might be looking to recommend a SRA equivalent to that of an executive member.

The Panel is pleased to note that the Council has appointed a Scrutiny Officer and that there will be a new impetus to delivering the function at both Member and Officer level. However, at this stage, it does not feel able to recommend any change to the allowance scheme and that the status quo should prevail at least in the short term.

The Panel intends to keep under review the experience of the Council in operating the new arrangements and will be seeking a review meeting in six months with all interested parties.

While we would always recommend the merits of a full role description for all SRA holders, the review meeting would at the very least require clarity from the Council on such matters as prioritisation of workload, balancing corporate and local issues, accountability to the Council for the work of the Committee and for delivering outcomes.

RECOMMENDATION 1: That no change be made to the SRA for the Chair and Vice Chair of the Overview and Scrutiny Committee;

RECOMMENDATION 2: That the Council notes the intention of the Panel to hold a full review meeting on this matter in the light of 6 months' operation of the new arrangement; and

RECOMMENDATION 3: That the Council takes steps to provide the Panel with the evidence it requires in order to consider this matter further.

2. Chair and Vice Chair of the Council

The Panel was disappointed that the Council rejected its recommendation to separate the responsibility allowance from the support budget for the Chair and Vice Chair of the Council.

The wording of the Council's resolution perpetuates the view that the full amounts quoted within the Scheme are for special responsibilities. The Panel was informed that an element of these totals was for support to the office of the Chair and Vice Chair, including expenses for civic events.

The Panel reiterates its strong view that the Scheme should more accurately and transparently reflect the nature of the totals i.e. £3,000 for the Chair's SRA and £1,000 for the Vice Chair's SRA with the balance being acknowledged as a support budget for those offices – this is in effect the status quo position.

This in no way reflects upon the nature of the roles which are rightly included in the Scheme. This will also provide a better tax position for the individual office holders.

The recommendation of the IRP at its 2022 Review and background information is set out below:

RECOMMENDATION 7: That the special responsibility allowances for the Chair and Vice Chair of the Council be £3,000 and £1,000 respectively for 2023/24.

RECOMMENDATION 8: That the balance of the current allowances (£3,223 and £1,489) be transferred to the Democratic Services budget as support for the office of the Chair of the Council.

Response of the Procedures Committee Sept 2022 Recommendation 7 and 8 - Concerns regarding the proposed separation of the Chairs/Deputy of Council SRA to an allowance and a support budget; should look to compare with similar Local Authorities

IRP response Oct 2022 Recommendations 7 and 8 stand. This is not recommending a decrease but a separation to support expenses and provide an expenses allowance. It is more appropriate for the SRA and expenses to be separate, and there would be a tax benefit for the participant. A comparison with other authorities did not provide means of separation but at least one Devon authority (Exeter City Council) does split the allowance as recommended above.

3. Travel Expenses

It was noted that some Council's do not pay travel expenses, such as Exeter City Council.

4. Conclusion

The IRP intends to meet in 6 months time as set out in Paragraph 1, recommendation 2 above, to review the OS function and the OS Chair and Vice Allowances.

Travelling expenses will also be reviewed at this time.

APPENDIX

The link to previous IRP report to Council November 2022 and Minutes

[Agenda for Full Council on Tuesday, 29th November, 2022, 10.00 am - Teignbridge District Council](#)

[Minute from the Council meeting 29 Nov 2022](#)

70.

REPORT OF THE INDEPENDENT REMUNERATION PANEL

The Leader proposed the recommendations of the Procedures Committee, he clarified that the recommendations would come into effect from May 2023 after the election and he thanked the Independent Remuneration Panel for their work on the review. This was seconded by the Executive Member for Recycling, Household Waste and Environmental Health and carried.

RESOLVED that:-

- 1) That the basic allowance continue to be upgraded in line with the percentage increase for LGE staff pay award for the previous year. However, for instances of a flat rate award (e.g. £1,925 each to all staff) the increase for Members Allowances be equivalent to the average percentage increase for the LGE staff pay award;
- 2) That there is no increase in the special responsibility allowance for the Leader and the Deputy Leader of the Council;
- 3) That there is no increase to the special responsibility allowances for Executive Members and the Executive Member without Portfolio;

- 4) That there be no increase in the special responsibility allowances for the Chairs and Vice Chairs of Overview and Scrutiny Committees and the Overview and Scrutiny Committee Chairs should report to Annual Council in May 2023 on the work they have undertaken in 22/23 to enable the new Council to review the Scrutiny Structure and work of the Scrutiny committees;
- 5) The special responsibility allowances for the Chair and Deputy Chair of Council remain as the status quo and a review should be undertaken within 12 months to ascertain what Councils in Devon do in respect of this allowance and expenses;
- 6) The special responsibility allowances for the Chair and Deputy Chair of Planning remain as the status quo;
- 7) The special responsibility allowances for the Chair of Audit Scrutiny Committee remain as the status quo;
- 8) That no special responsibility allowance continue for the Vice Chair of Audit Scrutiny Committee;
- 9) That the special responsibility allowances for the Chair and Deputy Chair of Licensing and Regulatory remain as the status quo. A review of the taxi policy should be undertaken;
- 10) The special responsibility allowance for the Chair of Standards should be the same as the Chair of Audit Scrutiny Committee;
- 11) That no special responsibility allowance for the Vice Chair of Standards Committee as per the Vice Chair of Audit Scrutiny Committee;
- 12) The Independent Person(s) and independent co-opted committee persons continue to be paid £50 for a half and £100 per full day;
- 13) That the principle that any member qualifying for more than one SRA is paid the higher rate allowance only be retained;
- 14) That travel and subsistence payments for councillors be as set out in Appendix A to this report with a review to be undertaken to encourage sustainable travel;
- 15) That the present dependent care provisions in the Scheme be endorsed;
- 16) That the Parental Leave policy attached at Appendix B to this report be adopted by the Council with a review of this policy to be undertaken which will look at including foster care leave, parental leave and the requirement to ensure confidentiality with regards to the legislation for the six-month rule; and
- 17) That the present list of approved duties within the scheme be adopted with the addition of a suitable clause to enable a councillor, attending a Teignbridge District Council as an observer rather than as a member of the body, to claim relevant expenses.

**Teignbridge District Council
Procedures Committee
17 July 2024
Part i**

Report Title

Revision of the Member and Officer Protocol

Purpose of Report

To seek approval for the proposed change(s) to the Member/Officer Protocol

Recommendation(s)

That the Procedures Committee recommends to the Council that the proposed Protocol be approved and incorporated into the Constitution.

Financial Implications

There are no financial implications arising directly out of this report.

Martin Flitcroft Chief Finance Officer
Email: martin.flitcroft@teignbridge.gov.uk

Legal Implications

There are no specific legal implications arising from this report.

Paul Woodhead, Head of Legal Services and Monitoring Officer
Email: paul.woodhead@teignbridge.gov.uk

Risk Assessment

The proposed changes are considered necessary as part of the Council's Best Value obligations. Along with the need to address the recommendations of such as the Peer Review Group and Centre for Governance and Scrutiny.

Paul Woodhead, Head of Legal Services and Monitoring Officer
Email: paul.woodhead@teignbridge.gov.uk

Environmental/Climate Change Implications

None

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Executive Member

Cllr Richard Keeling - Executive Member for Corporate Services

Appendices/Background Papers

The Proposed Protocol for Member / Officer Relations

The Existing Officer and Member Relations Protocol – Part 10(b) Constitution.

1. Introduction/Background

- 1.1 This report arises as a consequence of a review of aspects of the Council's Constitution and procedures by the Monitoring Officer and Managing Director.
- 1.2 The committee reconsidered the revised protocol on 30 January 2024. At this meeting Members raised concerns regarding the length of the protocol it was deferred to enable the Leader to work with the Managing Director to compile a version for consultation with Group Leaders.
- 1.3 The Protocol being presented is the culmination of that collaborative approach. It was sent to all group leaders, the then Chair of the Council and the Managing Director on 13 May 2024.
- 1.4 To that end, no adverse comments have been received. However, no response has been received from the leader of the opposition.

TDC PROTOCOL FOR MEMBER / OFFICER RELATIONS

This protocol shall be read in conjunction with existing Member and Officer Codes of Conduct. At the heart of the Codes, and this Protocol, is the importance of mutual confidence, trust and civility. Member/Officer relationships are to be conducted in a positive, constructive and respectful manner.

It is important that any dealings between Members and Officers should observe reasonable standards of courtesy and that neither party should seek to take unfair advantage of their position.

1. Introduction

- 1.1 The purpose of this Protocol is to guide Members and Officers of the Council in their relations with one another. The Protocol's intention is to promote build and maintain good working relationships between Members and Officers as they work together.
- 1.2 A strong, constructive, and trusting relationship between Members and Officers is essential to the effective and efficient working of the Council.
- 1.3 This Protocol also seeks to reflect the principles underlying the respective Codes of Conduct which apply to Members and Officers. The shared object of those Codes is to enhance and maintain the integrity of Local Government and they therefore demand very high standards of personal conduct.
- 1.4 The following extract from the Local Government Association ("LGA") guidance on the 2020 Local Government Association Model Councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority."

At the heart of this relationship, is the importance of mutual respect. Councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between Councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

Councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

Councillors of the executive, chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex.

Such Councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other Councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by Councillors and to deliver the policy framework agreed by Councillors. They are responsible for implementing decisions of Councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires Councillors to respect an officer's impartiality and professional expertise. In turn officers should respect a Councillor's democratic mandate as the people accountable to the public for the work of the local authority".

- 1.5 The provisions of this Protocol are designed to complement the LGA Guidance and LGA Model Code of Conduct and will be interpreted having regard to the requirements of the Members' Code of Conduct, the Officers' Code of Conduct, the Council's Whistleblowing Policy and the Council's policies, procedures and processes. This Protocol sets out how the relationship works and what both Members and Officers can expect in terms of mutual respect and good working relationships.
- 1.6 The Head of Paid Service, the Monitoring Officer and the Chief Finance (section 151) Officer have specific responsibilities placed on them by law. These responsibilities go beyond their obligations as employees of the Council. Where an Officer is discharging their responsibilities under any statutory office Members shall not compromise or attempt to compromise their impartiality and must allow them to carry out their duties in a neutral, non-biased and non-partisan way.
- 1.7 Definitions in this document:
- Members: refers to elected or co-opted Members
 - Officers: refers to staff employed by the Council
 - Senior Officer: refers to members of the Council's Senior Leadership Team

2. Members

2.1 Mutual respect between Members and Officers is essential to good Local Government.

2.2 Officers can expect Members:

- To give political leadership and direction and to seek to further their policies and objectives.
- To take final decisions after considering Officer advice.

- To work constructively in partnership with Officers acknowledging their separate and distinct roles and responsibilities and the Council's policies, procedures etc.
- To treat them fairly and with respect, dignity and courtesy, to give support and to respect appropriate confidentiality.
- To appreciate that Officers work to the instructions of their managers who ultimately deliver the decisions of the Council itself rather than individual members.
- To respect the impartiality of Officers and their role in carrying out their duties.

3. Officers

3.1 The primary role of Officers is to advise, inform and support Members and to implement the lawfully agreed policies of the Council.

3.2 Officers are responsible for day-to-day managerial and operational decisions within the Council.

3.3 Officers will act professionally, impartially and with political neutrality.

3.4 Whilst Officers will respect a Member's view on an issue, Officers should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement.

3.5 Members can expect Officers to:

- Implement decisions of the Council and its Committees which are lawful, which have been properly approved in accordance with the requirements of the law and the Council's Constitution and are duly recorded.
- Work in partnership with Members in an impartial and professional manner
- Treat Members fairly and with respect, dignity and courtesy
- Assist and advise all parts of the Council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the Council's formal decisions.
- respond to enquiries and complaints in accordance with the Council's procedures.
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for Members, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy.
- not seek to use their relationship with Members to advance their personal interests or to influence decisions improperly.

4. The Relationship: General

- 4.1 Members and Officers are indispensable to one another. However, their responsibilities are distinct. Members are accountable to the public, whereas Officers are accountable to the Council as a whole.
- 4.2 Members should not raise matters relating to the conduct or capability of an Officer, or Officers collectively, in a manner that is incompatible with this Protocol at meetings held in public, on social media or in the press. Officers do not necessarily have the same right of reply to such comments as Members do and Members should take care not to abuse or exploit this imbalance.
- 4.3 A Member who is unhappy about the actions taken by, or conduct of, an officer should take up the concern with the appropriate Senior Manager or if the matter is of a particularly serious nature inform the Managing Director.

5. Specific Member Roles / Officer Relationship

5.1 Leader

The Leader gives political direction and leadership to the Council. The role includes:

- Setting standards of conduct and expectations for their group of Members and resolving any instances of misconduct by a member of that group that has been referred to him/her from the Standards Committee / Hearing Panel.
- Working closely with the Managing Director to ensure proper coordination of the Council's leadership and management. The Leader and Managing Director have ultimate responsibility for the corporate working of the Council. They also have responsibility for ensuring that overall partnership working is effective.

5.3 Leader of Opposition groups

The Leader of a political group in opposition on the Council has several key roles including:

- supporting the democratic process by ensuring that the activities of the Administration are appropriately examined, contributed to and, where considered necessary, challenged through mechanisms provided within the Constitution;
- bringing forward alternatives to policies or operational decisions proposed by the Administration, as appropriate;
- giving political direction and leadership to their group of Members, setting standards of conduct and expectations and resolving any instances of misconduct by a member of that group referred to him/her by the Standards Committee / Hearing Panel

6. Conduct at meetings of the Council 18

All questions are directed through the chair of the Council or Committee.

- 6.1 Members should question Officers with respect and courtesy. Officers should respect Members in the way they respond to Members' questions.
- 6.2 Questions and criticisms in meetings are for the topic under debate and the content of papers presented. Criticism of Officers must be avoided as Officers have no right to reply.
- 6.3 Senior Officers have a duty to present reports and give advice to Committees and sub-committees of the Council. All reports to Council meetings include the name of a contact officer, and Members are encouraged to approach that Officer for any query or issue they wish to raise prior to the meeting.
- 6.4 Officers do not have the right per se to take part in debates in meetings, however they may be asked to respond to questions. To fulfil their duties, statutory officers may need to offer advice to or the Chair, the Council or committees if required and as necessary.

7 Office and Communications Protocol

- 7.1 Since the introduction of flexible working practices, officers may work from home for up to 50% of the time. In light of this Officers do not always occupy the same desk. To ensure that an Officer is available, Members are advised to arrange a meeting to ensure that the Officer is available.
- 7.2 Officers IT systems may have lights or other indicators to signify that they are in a meeting or focused on a specific task. Members should not interrupt Officers in this situation.
- 7.3 Members are usually not desk based, and work in a different way to Officers. Sending an email or diary invite to a Member is not a guarantee that a Member is aware. In respect of important or urgent issues, Officers should ensure that Members have received acknowledged or responded, and if not contact the Member in person or by phone or messaging system that shows the status reliably.
- 7.4 Messages in the Members' Newsletter are useful broadcast information, but should not be used as the sole method of communication of time critical information.

8. Breaches of the Protocol

- 8.1 Where the relationship between Members and Officers breaks down or becomes strained, every effort will be made to reconcile or resolve matters informally.
- 8.2 Where a Member is dissatisfied with the conduct, behaviour or performance of an Officer, the matter should be raised in line with the Officer conduct complaints procedure.
- 8.3 Where an Officer is dissatisfied with the conduct or behaviour of a member they may make a complaint in line with the Members' Code of Conduct procedure.
- 8.4 Breaches of this Protocol by a Member may constitute a breach of the Members' Code of Conduct.
- 8.5 Breaches of this Protocol by an Officer may be referred for disciplinary action.

9. Monitoring, Review and further Advice

- 9.1 The application and implementation of this Protocol will be monitored and reviewed by the Council's Procedures Committee.
- 9.2 Further advice on the interpretation of this Protocol is available from the Managing Director or Monitoring Officer.

2024 Members Rolling Programme of Training and Briefings

Democratic Services Team will be available before the events to answer any questions Members might have. Should you have any queries in the meantime, please email Democraticservicestdc@teignbridge.gov.uk

Date	Times	Venue	Event
<p>Launch date 9 – 12 April</p>	<p>Modular sessions online</p>	<p>Virtual</p>	<p>Councillor Cyber Awareness Training Sue Heath - Audit and Information Governance Manager Carolyne Platt – FOI & Data Protection Officer</p> <p>Launch of Cyber Ninja for Councillors Starting Tuesday 9th April, registration invites will be sent from Matobo Learning to all Councillors asking you to register, it will be headed “verify your account”. Please keep an eye out for yours. If you do not receive one by Friday 12th April, please contact dataprotection@teignbridge.gov.uk</p> <p>This training is mandatory for staff, and is supported by our Audit Scrutiny committee who <u>asked for it to be offered to all members</u> following a cyber security briefing they received</p>
<p>Please book directly with the Energy Saving Trust using the links below:</p> <p>Select the date and time you want to register for:</p> <p>Tuesday 18 June at 7pm</p>	<p>Online Webinar</p> <p>Only available by registering in advance directly with the Energy Saving Trust</p>	<p>An Introduction to EVs & EV Charging for Councillors The Energy Saving Trust are running a series of webinars giving an introduction to electric vehicles (EVs) and EV charging. These are free to attend. <u>An Introduction to EVs & EV Charging for Councillors - Energy Saving Trust</u> https://energysavingtrust.org.uk/event/an-introduction-to-evs-ev-charging-for-councillors/</p>	

<p><u>Thursday 20 June at 3pm</u> <u>Tuesday 23 July at 7pm</u> <u>Thursday 25 July at 12pm</u> <u>Tuesday 24 September at 11am</u> <u>Wednesday 25 September at 7pm</u> <u>Wednesday 23 October at 7pm</u> <u>Thursday 24 October at 3pm</u> <u>Tuesday 19 November at 4pm</u> <u>Thursday 21 November at 12pm</u></p> <p><i>If you are struggling to register, please try a different internet browser</i></p>		<p>We have scheduled two webinars per month commencing May through to November (with a break in August) at a variety of times during the day and evenings that will hopefully find a space in your diary.</p> <p>What we will cover:</p> <ul style="list-style-type: none"> · What is an EV? Charging an EV · Why the switch to EVs? policy and progress · EV myth busting · The role of local authorities and elected members · Q&A <p>We hope that you will be able to join us at a time and date best suited to you</p>	
<p>Tuesday 9 July</p>	<p>11am-noon <i>Calendar invitations have been circulated with information. Please accept or decline as appropriate</i></p>	<p>Old Forde House The Long Room</p>	<p>Informal Scrutiny Meeting An informal Cllr discussion prior to the meetings on 18 and 25 July with Camilla de Bernhardt Lane – Director of Practice CfGS</p>
<p>Thursday 18 July 2024</p>	<p>noon to 1.45pm <i>Calendar Invitations have been circulated to all Councillors. Please accept or decline as appropriate</i></p>	<p>Council Chamber</p>	<p>Feedback Session from CfGS on work undertaken with regards to the Constitution Camilla de Bernhardt Lane – Director of Practice CfGS <i>Centre for Governance and Scrutiny</i></p>
<p>Thursday 18 July 2024</p>	<p>2.00pm – 4.00pm <i>Calendar Invitation have been sent to all Councillors. Please</i></p>	<p>Council Chamber</p>	<p>Scrutiny Essentials Camilla de Bernhardt Lane – Director of Practice CfGS <i>Centre for Governance and Scrutiny</i></p> <p>This session will provide members with a clear</p>

	<i>accept or decline as appropriate</i>		<p>understanding of their role in scrutiny, including:</p> <ul style="list-style-type: none"> • Role and purpose of scrutiny • Legal framework • Who can be scrutinised • Principles of scrutiny • Fundamentals of work programming • Questioning and listening • Making recommendations
Thursday 25 July 2024	<p>10.00am – 12 noon</p> <p><i>Calendar Invitation have been sent to all Councillors. Please accept or decline as appropriate</i></p>	Council Chamber	<p>Effective Work Programme training Camilla de Bernhardt Lane – Director of Practice CfGS <i>Centre for Governance and Scrutiny</i></p> <p>The session will lead on from Scrutiny Essentials and focus on developing a strong and effective work programme with Teignbridge District Council Senior Leadership Team.</p> <p>This will address and explore:</p> <ul style="list-style-type: none"> • What is the purpose of Overview and Scrutiny • What are you going to look at? (and why?) • When are you going to look at it? • How (what format) are you going to use to look at it? • tools to apply to think about your work programme' • Final considerations including how is scrutiny adding value?
Monday 29 July	<p>10am to Noon</p> <p><i>Calendar invitations have been circulated. Please</i></p>	<p>MS Teams</p> <p><u>Join the meeting now</u></p>	<p>Licensing Training Refresher Andrea Furness & Beth Tipton</p> <p><i>Mandatory for Committee Members and substitutes but open to all</i></p>

	<i>accept or decline as appropriate</i>	Meeting ID: 382 319 339 094 Passcode: UMPkbw	Brief update of changes to legislation <ul style="list-style-type: none"> • Overview of licensing matters for consideration by Licencing and Regulatory Sub-Committee • Premises Licenses and Taxis
Thursday 12 September	3-5pm	Delivered remotely on zoom	<p>South West Councils are offering some members training and briefing, 6 places per session, For more information on course content contact SW Council's through then links below.</p> <p>Contact democraticservicesdc@teignbridge.gov.uk if you would like to attend. Attendance will be offered on a first come first serve basis.</p> <p>Time Management for Councillors - South West Councils (swcouncils.gov.uk)</p> <p>The role of a Councillor can be all consuming. This session will provide some tips for councillors to support them in identifying their priorities, managing their time to achieve objectives and recognising when and how to delegate to others.</p>
Wednesday 18 September	3-5pm	Delivered remotely on zoom	<p>Communication and Engagement for Councillors - South West Councils (swcouncils.gov.uk)</p> <p>Building rapport and connection is an important part of making a difference. This session will explore how to build networks, work collaboratively to achieve results and gain better insights into the perspectives and</p>

<p>Monday 14 October</p>	<p>3-5pm</p>	<p>Delivered remotely on zoom</p>	<p>viewpoints of others. This will help to influence, create support networks and get things done</p> <p>Chairing Skills for Councillors - South West Councils (swcouncils.gov.uk)</p> <p>The role of a Chair is essential for ensuring that meetings are run effectively. This session focuses on chairing skills that ensure meetings are managed appropriately and decisions are reached.</p>
<p>Tuesday 22 October</p>	<p>3-5pm</p>	<p>Delivered remotely on zoom</p>	<p>Resilience and Wellbeing for Councillors - South West Councils (swcouncils.gov.uk)</p> <p>The world of local government is a challenging environment of constant change, which is both reactive and fast-paced. To operate in this environment, we need to develop resilience and manage our wellbeing. This workshop will delve into how we, and others, react under pressure and explore techniques to relieve this and support our wellbeing and that of others to achieve balance.</p>
<p>Thursday 21 November</p>	<p>3-5pm</p>	<p>Delivered remotely on zoom</p>	<p>Enquiring and Evidence Gathering for Councillors - South West Councils (swcouncils.gov.uk)</p> <p>This session will focus on questioning and listening skills to support Councillors to develop understanding and gain different perspectives on key issues. These skills are particularly helpful in Scrutiny and Cabinet/Executive roles but will also provide support in gaining clarity and better appreciation of the needs of the individual and the work of officers.</p>
