



LOCAL COMMITTEE PROTOCOLS

SCC LOCAL COMMITTEE IN SPELTHORNE 9th July 2012

KEY ISSUE:

To agree the Local Committee protocols for 2012 / 2013.

SUMMARY:

The Local Committee has previously agreed the Local Protocol on Public Engagement which provided for some minor variations from the Council's Constitution to improve public engagement at the Local Committee meetings.

At the September 2009 meeting the Local Committee also approved amendments to include public speaking rights for Rights of Way reports.

The Local Committee also has a financial protocol setting out delegated powers for agreeing Member Allocations.

The Local Protocols need to be agreed annually at the first meeting of the municipal year.

OFFICER RECOMMENDATIONS:

The Local Committee is asked to:

- i) Approve the Local Committee Protocol on Public Engagement set out in Annexe A.**
- ii) Approve the Local Committee Financial Protocol set out in Annexe B.**

1. INTRODUCTION AND BACKGROUND

LOCAL COMMITTEE PROTOCOL FOR PUBLIC ENGAGEMENT

1.1 According to the Council's Constitution:

"Local Committees shall comply fully with these Standing Orders (parts 2 and 3) except where they draw up local protocols allowing them discretion to make minor variations to working practices which may only relate to the arrangements for public engagement, including arrangements for the presentation of petitions, public question time etc., and monitoring service performance locally".

1.2 This Local Committee has always sought to provide for public engagement within a general framework within the Council's Constitution. Any changes from the Constitution have to be formally agreed by Members to ensure that members of the public are aware of what is permitted. The Head of Legal/Monitoring Officer and Head of Democratic Services also have to be in agreement with the protocol.

1.3 The Committee is asked to approve the protocol attached at Annexe A for the current municipal year. It contains one small amendment from the one agreed last year: to provide clarity, the day by which petitions and written questions must be received has been altered to four full clear working days and an example given. There are also some minor textual changes.

LOCAL COMMITTEE FINANCIAL PROTOCOL

1.4 Since their inception in 2002, Local Committees have received delegated funding to allocate in their local area. The funding was allocated to promote social, environmental and community wellbeing.

1.5 Members are asked to agree the criteria with guidance for the use of Members' Funds for this municipal year (Annexe B) and that these criteria will remain in place until the first Local Committee meeting of the next municipal year.

1.6 Members are asked to agree that the approval of funding of not more than £1,000 (revenue or capital) can be delegated to the Community Partnership Manager or the Community Partnership Team Leader (East), in consultation with the Chairman of the Local Committee. Funding paid under delegated authority is subject to the additional criteria laid down in Annexe B.

2. EQUALITIES AND DIVERSITY IMPLICATIONS

- 2.1 The protocol provides for greater flexibility for members of the public to engage with or address the Local Committee.

3. CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 3.1 An agreed Local Committee protocol on Public Engagement is necessary to reflect any amendments to the Council's Constitution.
- 3.2 The Local Financial Protocol enables delegated decisions on Member Allocations of £1,000 or under to be agreed in between formal meetings of the Local Committee.

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BACKGROUND PAPERS: None