

COPYTHORNE PARISH COUNCIL MEETING

TUESDAY 11th DECEMBER 2018

ITEM NO: 9 – Document Protocol

The Clerk to the Council is the Proper Officer and employee of the Council and as such is under a statutory duty to carry out all the functions of a local authority's Proper Officer, and in particular to serve or issue all the notices required by law of the Proper Officer of the Council. This is essential to comply with Transparency Requirements.

In order to ensure that these duties are carried out effectively and in accordance with statutory requirements it is essential to have a clear approach to the production and publication of documents. The attached Flo Chart sets out a proposed Document Management Protocol so that all parties involved are clear about process and timing of document production and distribution for discussion at Council.

One key requirement is that Agenda for meetings of the Parish Council and its committees should be circulated and made available to the public a minimum of 3 clear days before the day of the meeting. (A clear day does not include the day of the notice or the day of the meeting and excludes weekends and bank holidays). Working back from this deadline there are a number of key steps involved in reaching the point where a final agenda and supporting documents are ready to be distributed.

It is important for the Clerk to be aware of all proposed reports so that there is no omission or duplication no surprises; transparency; no hidden financial or regulatory risks but 'good management'. The Clerk needs time to check, format and make adjustments to reports and agendas and therefore reports must be submitted in open editable format in MS Word to facilitate that.

All documents - reports, briefing notes and information should only be circulated to Councillors via the Clerk to ensure an accurate audit trail of communications. The only exceptions are where there is a prior agreement for an individual Councillor to deal with it - e.g. drafts of the Parish Council Newsletter.

There shall be no 'tabled reports'. The only exceptions are urgent items under three headings: -

- a) where there is an urgent financial matter to address which if not addressed would cause an issue for the Parish Council;
- b) where there is an urgent regulatory matter to address which if not addressed would cause an issue for the Parish Council, and
- c) where not to address an item as a matter of urgency, could bring the Parish Council into disrepute.

Decision as to urgency rests with the Clerk RFO.

The Clerk needs sufficient time to consult with the Chair, who has responsibility for the proper conduct of the meeting and needs to be involved in planning the meeting. This consultation requires agendas and reports to be prepared well in advance of the publication date and for Councillors to have sufficient time to read and digest the contents of any report.

It is proposed that the Council adopt this Protocol to ensure the effective administration of documents for meetings