

F4 **PROTOCOL FOR MEMBER/OFFICER RELATIONS**

5. **The Management of Officers**

- 5.1 Although officers will support, advise and respond to members' requests, the law is clear that only other officers can manage officers. This means that:-
- 5.1.1 Day to day management of officers is the responsibility of managers and ultimately the Chief Executive.
 - 5.1.2 Officers will comply with all reasonable requests from members but individual members cannot instruct officers to do any piece of work or take any course of action.
 - 5.1.3 Officers will not seek any member's support in any employment or other dispute or a Council appointment or promotion except in so far as is provided at paragraph 1.2 of the Officer Employment Procedure Rules at Part H4 of the constitution.
 - 5.1.4 Members are responsible for the recruitment of the Chief Executive, Directors, Chief Finance Officer and Monitoring Officer.
 - 5.1.5 Officers are responsible for recruitment of all other officers.
 - 5.1.6 Members' role in any formal action against an officer or grievance involving an officer is limited to reporting an officer's actions to their manager and/or as a witness (except where the Officer Employment Procedure Rules at Part H4 of the constitution provide otherwise).
 - 5.1.7 When representing the Council at meetings about industrial relations matters, members must remember that they represent the Council as an employer and are not there to represent the officers. This applies in particular to meetings with trade union representatives. If a member considers that they cannot undertake this task from this perspective, they should withdraw from this role.