

Council Business Committee

Communications Toolkit for Members 10 August 2006

Report of Corporate Director (Finance & Performance)

PURPOSE OF REPORT

To seek Committee's approval for the adoption of a toolkit to provide Members with a general and basic guide to communications.

This report is public

RECOMMENDATIONS

- (1) That the Committee considers the adoption of the toolkit for inclusion in the Members Induction Pack.

1.0 Introduction

- 1.1 Research by MORI shows the majority of people do not know much about Members. However, this is not because they are disinterested, but because few of them have had any communications with their Ward Member – unless something has gone wrong.
- 1.2 The draft toolkit, **attached at Appendix A**, has been developed by the Communications Team with advice from Democratic and Information & Customer Services and approved by Corporate Management Team for consideration by this Committee.
- 1.3 As the toolkit is only designed to be a general and basic guide to communications, Members will wish to be mindful in appropriate circumstances of the Protocols contained in the Council's Constitution, such as the Protocol on Planning, Protocol on Member/Officer Relations and the Press and Media Guidelines – if necessary, further advice can be sought from the Council's Monitoring Officer.

2.0 Proposal Details

- 2.1 That if Committee agrees to adopt the toolkit, that it be included in the Member Induction Pack.

3.0 Details of Consultation

- 3.1 N/A

4.0 Options and Options Analysis (including risk assessment)

4.1 N/A

5.0 Conclusion

5.1 That this Committee considers the adoption of the toolkit for inclusion in the Members Induction Pack.

CONCLUSION OF IMPACT ASSESSMENT

(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)

The toolkit takes into account diversity and human rights requirements.

FINANCIAL IMPLICATIONS

It is not anticipated that there will be any further staffing and resource implications other than those that have already been accounted for.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no comments.

LEGAL IMPLICATIONS

Legal Services have been consulted and have no further comments to add.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no comments.

BACKGROUND PAPERS

Draft Members' Toolkit – July 2006

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