

## **MINUTE EXTRACT FROM THE EXECUTIVE MEETING OF 17 OCTOBER 2018**

### **PHYSICAL ACCESS SECURITY REVIEW – EXECUTIVE RESPONSE**

#### **Decision** that:

1. it be noted that the management of the Civic buildings, access to Officers, health and safety and security matters falls outside the remit of elected members and the Executive; and
2. the observations of Officers in response to the recommendations of the Operations Review Committee, as outlined in section 3 of Report EX/18/59, be noted and relayed to the Operations Review Committee.

### **SECTION 3 OF REPORT EX/18/59**

#### **OFFICER OBSERVATION**

- 3.1 While these matters do not fall within the Executive remit officers have considered the Scrutiny Report and make the following observations following consultation with a range of officers:
  - The measures outlined in the Council's Constitution, including but not limited to Sections 3 and 4 of the protocol on Member/Officer Relations, govern access to officers and the conduct of members. These measures should be adhered to by elected members and officers.
  - The Chief Officer Board (COB) agree that the access to department by specific chairs and the Deputy Leader of the Opposition should be enabled. This is in line with the access granted to the Chair of Licensing. This will therefore be extended to the Chairs of Personnel and Planning.
  - The Civic Offices, other than the committee rooms and rooms allocated for member use, are first and foremost a place of work for officers. The Constitution outlines the distinctively different roles of officers and members.
  - The Conclusion made by the Operations Review Committee at para 6.1 is addressed by the Council's Constitution which outlines the distinct roles and purpose of officers and members.
  - Officers considered that the most effective way of managing council business was by prior arrangement via a Head of Service or delegated officer. Paragraph 4.1 of the Member/Officer Protocol explains the reason for this very clearly.

- Measures to strengthen security access to Group Rooms and the Members will be undertaken.
- Officers agree that elected Members should not walk a member of the public into a restricted area. All visitors must be signed in via reception.
- Officers do not consider that a blanket rule of open access for any matter lasting up to 10 minutes is practical because it does not draw a distinction between routine matters and matters which ought properly to be directed through Heads of Service. Such an arrangement could potentially place junior officers in the invidious position of having to draw that distinction themselves and refer the Member back to the Head of Service. Officers wish to ensure that the administration of council business is seen to be independent of direct and indirect political influence when dealing with operational matters and the personal details of clients.