

INDEX OF 2ND TIER GOVERNANCE DOCUMENTS

no	Document	Owner	Committee/ Date approved/latest review/	Brief description	Status/Links to external sources	Handling comments/next review	Priority A: High B: Med C: Low
1	ROLES AND RESPONSIBILITIES						
1.1	Moray Council Councillors' Roles and Responsibilities	Head of GSP	Moray Council 28 September 2022	Sets out roles of Leader, Depute Leader, Civic Leader, Senior Councillors, Councillors and Champions.	Councillors code of conduct	5 yearly review cycle Due Sept 27	C
1.3	Councillor allowances and expenses: Number and allocation of senior councillor payments	Head of GSP	n/a	Traditionally requires a full council decision as to which roles attract payment (leader+convener+up to 9 SRA)	Remuneration regulations 2007 Transparency in annual publication	Consider whether a policy document is required. Clarification needed as to "proper officer". GSP have budget, Head of Finance maintains councillor allowances expenses document, includes mileage etc	B

no	Document	Owner	Committee/ Date approved/latest review/	Brief description	Status/Links to external sources	Handling comments/next review	Priority A: High B: Med C: Low
1.8	Guidance for Multi Member Wards, Information for Members	Head of GSP	Full Council on 12 May 2004	Helps deal with issues which arise from division of ward responsibilities.	Also covered in Improvement Service Handbook	One of the more frequently used documents within this suite. Would benefit from early review.	A
1.9	Group recognition/political group leaders meetings	CMT	n/a Latest version attached as additional meeting document.	Recognition of political groups, group leaders, political balance on committee and interaction with CMT. Currently based on custom/practice and reports to Council on political balance.	Reports to Council on political balance.	Consider whether a formal document is required. Detail may vary from administration to administration depending on the political make up of the council	B
2	MEETINGS PROTOCOLS						
2.1	Chairperson's Protocol		Full Council on 4 April 2012 / 4 July 2012	??	Supports the Council's Standing Orders/good governance.	Suggest not taken forward. Dealt with by training instead.	n/a
2.2	Checklist for Meetings of	CMT	4 July 2012	Reflects previous practice where each chair had a		Suggest not required.	n/a

no	Document	Owner	Committee/ Date approved/latest review/	Brief description	Status/Links to external sources	Handling comments/next review	Priority A: High B: Med C: Low
	Between Chairs and Directors			corresponding director.		Chairs now meet with DCEs and HoS to look at policy and agenda setting for relevant committees. Frequency mutually agreed.	
2.3	Protocol on Questions On Council minutes and other relevant questions Appendix 1 Appendix 2 Appendix 2a	Head of GSP	Was put before Moray Council on 18 September 2008 but not approved.	Covers handling procedures and roles for acceptance of questions at committee	Standing Orders/good governance.	Some issues arise with Written Questions/Question time so suggest that these are considered at next review of Standing Orders in Jan 24.	n/a
2.4	Notice of Motion flowchart and template	Head of GSP	August 23	Detail on how notices of motion will be handled prior to publication	Standing orders/good governance	For approval at 23 Aug 2023 Council meeting 5 yearly review	A

no	Document	Owner	Committee/ Date approved/latest review/	Brief description	Status/Links to external sources	Handling comments/next review	Priority A: High B: Med C: Low
2.5	Late Papers Protocol		Created 28 July 2012	Timescales for ctee reports and Notices of motion to be with committee services.	Standing Orders/good governance	Q whether we still need this. Is it more for officers than members?	n/a
2.6	Information Reports – Call In Protocol	Democratic Services Manager	Moray Council 20 January 2021	Procedure allows Councillors to require committee consideration of information reports	Standing Orders/good governance	Clarification required on whether a specific action or motion is required in advance of the meeting if reports are called in 48 hours prior to the meeting. 5 yearly review	B
2.7	Remote Meetings Protocol	Democratic Services Manager	Moray Council on 20 January 2021 , further updated on 29 June 2022	Details additional meeting procedures required for online meetings	Standing Orders/good governance	updated to cover hybrid meetings 5 yearly review	C
2.8	Budget setting protocol	CMT	Periodically reviewed by PGL.	Describes the process for how budget motions and amendments are	Links to Standing Orders and	Consider whether to include this within suite of	A

no	Document	Owner	Committee/ Date approved/latest review/	Brief description	Status/Links to external sources	Handling comments/next review	Priority A: High B: Med C: Low
			Agreed and circulated annually.	handled to help ensure fair notice.	competency of motions	governance documents Annual review	
3	OTHER						
3.1	Multi Member Wards –Protocol for Officers	Head of GSP	Moray Council on 4 July 2012 – Appendix 12 + 13 – under additional meeting documents.	Useful guidance for officers on how to keep members informed and deal with their queries.	Protocol on Consultation, Access to Information and Councillor Involvement in Council Business Between Councillors and Officers in Moray Council at 3.7	Suggest incorporated in doc at 3.7 below,	n/a
3.2	Councillor Briefings Protocol		No record of date created or of any subsequent review.	A brief summary of the working practices for councillor briefings.		Suggest that a formal document is not required.	n/a
3.3	Protocol for Arrangements for Access to Council Facilities and or		Moray Council on 7 Aug 2013 .	Deals with expectations around visits by politicians which can be		Refers to MEPs so needs updating. 5 yearly review	B

no	Document	Owner	Committee/ Date approved/latest review/	Brief description	Status/Links to external sources	Handling comments/next review	Priority A: High B: Med C: Low
	Staff by MSPs/MPs/MEPs or Candidates			sensitive, especially around election time. Used most for schools.			
3.4	Guidance for Councillors and Officers Serving on Outside Bodies		Moray Council on 7 Aug 2013 Page 7 of link	Gives detail on the expectations of external appointments	Councillors Code and of Conduct Needs updated due to Code Changes	Would benefit from early review and training. 5 yearly review	A
3.5	Elected Members Training Protocol	Head of HR, OCD and IT	Moray Council on 4 April 2012	Cover members' CPD		Superseded – drop from suite of second tier governance of documents	n/a
3.6	How to Make a Complaint against a Councillor		Moray Council in Jan 2022 .	Gives detail over the informal resolution of complaints.	Complements the Council's complaints process and formal complaints process of the Ethical Standards Commissioner	Last updated Jan 22. Will be updated along with Council's complaints procedure.	B
3.7	Protocol on Consultation,		Moray Council on 7 Aug 2013	Useful guidance on the relationship	Links to Code of Conduct,	Terminology needs updated.	A

no	Document	Owner	Committee/ Date approved/latest review/	Brief description	Status/Links to external sources	Handling comments/next review	Priority A: High B: Med C: Low
	Access to Information and Councillor Involvement in Council Business Between Councillors and Officers in Moray Council			between officers and councillors	role of Councillors	Could this address councillor visits to services/how to handle requests? 5 yearly review	
20	Protocol on Flag Flying on Moray Council Buildings and War Memorials Appendix		P&R Ctee on 4 Jun 2013	Gives direction to facilities staff on which flags are appropriate to raise at council HQ		5 yearly review	C
21	Guide to Scrutiny at Moray Council		Moray Council 7 Dec 2022	Describes ways in which councillors can challenge and seek assurance over council business	Links to Scheme of Administration	Suggest 5 yearly review, next one Dec 27.	C