

**ANNEX 20**  
**PROTOCOL FOR APPOINTMENTS AND OTHER PROCEDURAL**  
**MATTERS**

**1. Appointments**

- 1.1 Places on all Committees are allocated between the Groups in accordance with the proportionality rules set out in the Local Government and Housing Act 1989.
- 1.2 When appointing members to Panels and Topic Groups the Chief Legal Officer will apply these proportionality rules to each body to determine the split of places between the majority group and the other groups so that proportionality shall be applied to each but not across all Panels.
- 1.3 The Chief Legal Officer will appoint members to outside bodies in consultation with the Leader of the Council or with the relevant Executive Member. Where only two members are to be appointed to two places on an outside body then the majority group is entitled to take both places if it so wishes. Where three or more members are to be appointed to one body, the allocation between groups will be determined under the principles of proportionality so that proportionality shall be applied to each but not across all outside bodies.
- 1.4 The principles in 1.2 and 1.3 above shall not apply to any particular case where the Leader of the Council and Leader of the Opposition agree an alternative method of allocation.

**2. Official Events**

- 2.1 The Leader of the Council leads for the Council at official events which have significant implications for the Council or the County; the Leader may allocate responsibility to another member.
- 2.2 The Chairman of the County Council will be appropriate to lead County Council ceremonial events which are not specifically associated with a particular service, and to represent the County Council by invitation at ceremonial events of other organisations which are not specifically associated with a particular service. If the Chairman of the County Council is not available, the Vice-Chairman of the Council will then be appropriate. If neither the Chairman nor Vice-Chairman is available, the Chairman may nominate a former Chairman of the Council or an Honorary Alderman to act.
- 2.3 Executive Members are the appropriate candidates for ceremonial and official events solely within the scope of their area of responsibility. If it is a County Council event, the Chairman and Vice-Chairman must also be invited.
- 2.4 When the Executive Member is unavailable they may nominate another member.

- 2.5 In the case of a small and local event, the local member can be invited to represent the Council, provided the relevant Executive Member agrees.
- 2.6 Local members should always be informed of and where possible, invited to ceremonial events taking place within their own divisions.
- 2.7 Members taking part in ceremonial events must not seek disproportionate personal publicity or use the occasions for party political advantage.
- 2.8 There may be events when celebrities are invited to draw press and public attention. Appropriate elected members, however, must also be invited.
- 2.9 Chief or senior officers may lead events if no relevant member is available.

### **3. News Releases**

- 3.1 The purpose of County Council communications is to increase public awareness of the Council's services and functions, to explain to the public and stakeholders reasons for policies and priorities, to improve local accountability and to gather public views on services, policies and priorities.
- 3.2 County Council news releases must not be designed to affect support for a political party.
- 3.3 Subject to this, news releases which relate to Executive decision making may contain quotes from the Leader of the Council, the relevant Executive Member, or, with the prior consent of the relevant Executive Member, the relevant Deputy Executive Member. Where expenditure is to be made through the Council's locality budget scheme the member who recommended the expenditure has the right to be quoted in a news release as well.
- 3.4 The Chairman of the County Council may be quoted in releases relating to ceremonial events which they are leading.
- 3.5 The Overview and Scrutiny Committee shall be responsible for approving the issue of press releases relating to items of scrutiny business.
- 3.6 Officers of the Council, stakeholder organisations and service users may also be quoted in County Council press releases where their contributions add to the relevance and interest of the story.
- 3.7 Council has agreed Media Protocols which give detailed guidance on the relationship between the Council and the media. (Copies available from the Chief Executive).