

# Individual Executive Member Decision

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<b>Title of Report:</b>	<b>Nominations for Representation to Outside Bodies</b>
<b>Report to be considered by:</b>	Individual Executive Member Decision
<b>Date on which Decision is to be taken:</b>	11 June 2015
<b>Forward Plan Ref:</b>	ID2913

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**Purpose of Report:** To consider nominations from the Conservative and Liberal Democrat Group for representation on Outside Bodies.

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**Recommended Action:** That the Leader of the Council appoints representatives to the Outside Bodies as detailed on the attached Appendix A.

**Reason for decision to be taken:** The Council is required to make and re-new appointments to certain Outside Bodies on a four yearly basis.

**Other options considered:** None

**Key background documentation:** None

Portfolio Member Details	
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## Implications

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<b>Policy:</b>	The proposals outlined in this report are not in contradiction to any of the Council's existing policies, including those outlined in the Council Plan. Appointments are made in accordance with Appendix J of Part 13 (Codes and Protocols) of the Constitution (Protocol for Council Representation on Outside Bodies.)
<b>Financial:</b>	The possible payment of travelling and subsistence claims. Members should wherever possible make mileage and subsistence claims from the outside body. These costs will be met from within existing budgets
<b>Personnel:</b>	None
<b>Legal/Procurement:</b>	None
<b>Property:</b>	None
<b>Risk Management:</b>	None

## Consultation Responses

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### Members:

<b>Leader of Council:</b>	Both groups have been consulted via the Group Executives
<b>Overview &amp; Scrutiny Commission Chairman:</b>	Both groups have been consulted via the Group Executives
<b>Ward Members:</b>	N/a
<b>Opposition Spokesperson:</b>	Both groups have been consulted via the Group Executives
<b>Local Stakeholders:</b>	The bodies requesting representation have all been consulted
<b>Officers Consulted:</b>	Andy Day, David Holling, Robin Steel, Nathan Gregory Gillian Durrant
<b>Trade Union:</b>	Not consulted

Is this item subject to call-in.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by OSC or associated Task Groups within preceding 6 months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>

## Supporting Information

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### 1. Background

- 1.1 The Council is required to appoint representatives to the Outside Bodies listed in Appendix A. In order to standardise the timetable for appointments the Council makes to Outside Bodies the majority of appointments are made for four years to coincide with the electoral cycle. The Leader of the Council will, however, have the opportunity to review any of these appointments during the term of office should it be deemed necessary.
- 1.2 The appointments are being made in accordance with Appendix J (Protocol for Council Representation on Outside Bodies) of Part 13 (Codes and Protocols) of the Constitution. (see Appendix C)
- 1.3 To assist Members organisations have been asked to provide information relating to the group's constitution, governance arrangements, financial position of the organisation, insurance arrangements and health and safety policies. Copies of this information is available from Strategic Support should Members wish to view it. Due to the size of these documents we are not able to reproduce these documents for all Members.
  - 1.1 Before accepting the appointment Members should establish:
    - the time commitment required by the role and whether or not they have the time and capacity to take on the responsibility;
    - what the nature of the organisation is as this will affect their role and help with identifying the potential risks involved;
    - in what capacity they are being asked to serve on the Outside Body;
    - what the body has been set up to do;
    - the governance arrangements of the organisation; and
    - the financial position of the organisation.
  - 1.2 The Council representatives are also advised to:
    - consider if there is likely to be any significant conflict of interest between their role in the outside organisation and their Council role before accepting the office;
    - clarify the insurance arrangements and if no insurance exists this must be weighed up in the decision to accept the appointment;
    - ask about any specific legal responsibilities attached to the membership of the organisation;
    - read the constitution of the organisation and be aware of its powers, duties and objectives;
    - attend meetings regularly and present apologies in good time when they are unable to attend;
    - satisfy themselves that they receive regular reports on the activities of the organisation and its financial position;

- satisfy themselves that the organisation has adequate Health and Safety and Equalities Policies;
  - obtain a copy of the annual report and accounts to ensure that funds are spent on agreed objectives where the organisation is funded by or through the Council; and
  - seek advice from the appropriate Council Officers in the event of any doubt or concerns about the running of the organisation.
- 1.4 Members are required to submit an annual report to the Head of Strategic Support on the activity of the Outside Body using the prescribed form which (see Appendix B). Members will be asked to report back by the 01<sup>st</sup> May each year, i.e. the first report will be required by the 01 May 2016. The reports will then be circulated to all Members. Where there is more than one Member appointed to an outside body a joint submission should be made.
- 1.5 There are a number of organisations to which the Council appoints Members where more regular feedback from Members would be appropriate. In these circumstances Members or Officers attending the meeting should provide a brief summary for circulation to all Members. These summaries should be sent to the Democratic and Electoral Services Manager.
- 1.6 Relationships between the Council, Outside Bodies and the Council's representative can be complex. In any case of dispute or difficulty, Members should seek advice from the Secretary or Clerk to the Outside Body, who can then take advice from professional advisors where necessary.
- 1.7 If Members are concerned about the position they find themselves in as a Councillor on an Outside Body, they should contact the Monitoring Officer for further advice.

## **Appendices**

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Appendix A - List of nominations for appointments to Outside Bodies

Appendix B – Annual report Form.

Appendix C - Appendix J (Protocol for Council Representation on Outside Bodies) of Part 13 (Codes and Protocols) of the Constitution.