

# Appointments to Outside Bodies

<b>Committee considering report:</b>	Individual Executive Member Decisions
<b>Date of Committee:</b>	30 June 2023
<b>Portfolio Member:</b>	Councillor Lee Dillon
<b>Date Portfolio Member agreed report:</b>	22 June 2023
<b>Report Author:</b>	David Cook
<b>Forward Plan Ref:</b>	ID4396

## 1 Purpose of the Report

- 1.1 This report deals with the appointment of representatives to serve the Council on a number of associated and outside bodies, see Appendix A. The appointment of Council representatives provides support to, and engagement with, a wide variety of bodies including charities and community organisations at both the local and regional level.

## 2 Recommendation

- 2.1 That the Leader notes the report and appoints to representatives to serve on the organisations listed in Appendix A.

## 3 Implications and Impact Assessment

Implication	Commentary
<b>Financial:</b>	There are no financial implications directly arising from this report that are not already covered by existing budgets.
<b>Human Resource:</b>	There are no HR implications arising from this report.
<b>Legal:</b>	There are no legal implications arising from this report.
<b>Risk Management:</b>	There are no risk management implications arising from this report.
<b>Property:</b>	There are no property implications arising from this report.

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<b>Policy:</b>	There are no direct policy implications arising from this report.			
	<b>Positive</b>	<b>Neutral</b>	<b>Negative</b>	<b>Commentary</b>
<b>Equalities Impact:</b>				
<b>A</b> Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		
<b>B</b> Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X		
<b>Environmental Impact:</b>		x		
<b>Health Impact:</b>		x		
<b>ICT Impact:</b>		x		
<b>Digital Services Impact:</b>		x		
<b>Council Strategy Priorities:</b>				The appointment of council representatives provides support to, and engagement with, a wide variety of bodies that may be alignment of strategic priorities.
<b>Core Business:</b>				None.

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<b>Data Impact:</b>				None.
<b>Consultation and Engagement:</b>	Consultation with Liberal Democrat, Conservative, Green and Labour leaders.  Stephen Chard – Democratic Services Manager  Nicola Thomas – Solicitor – Service Lead, Legal and Democratic Services			

## 4 Executive Summary

- 4.1 West Berkshire Council is invited to appoint representatives to a range of outside bodies and this decision is taken by the Leader of the Council under his delegated authority. All appointments are made in accordance with Appendix J to Part 13 of the Constitution (Protocol for Council Representatives on Outside Bodies).
- 4.2 Appendix A list the outside bodies being appointed to, this includes the purpose of the organisation, the number of representatives required, the frequency of meetings and any stipulations asked by the organisation, for example if the representative needs to be a member of the Executive.

## 5 Introduction/Background

- 5.1 West Berkshire 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.
- 5.2 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.
- 5.3 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.
- 5.4 The Council representatives are also advised to:

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- 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.

5.5 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.

5.6 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.

5.7 Members are asked to submit an annual report to the Service Lead, Legal and Democratic Services on the activity of the Outside Body using a prescribed form that will be circulated to Members. Members will be asked to report back by the 1<sup>st</sup> May each year. The reports will then be made available to all Members. Where there is more than one Member appointed to an outside body a joint submission can be made.

## 6 Options for consideration

6.1 Not to appoint representatives. This is not the preferred option as it would hinder the Council's abilities to forge working relationships with our partners.

## 7 Conclusion

7.1 The Leader of the Council is invited to agree the nominations as set out in Appendix A to ensure the Council is represented on outside bodies as requested. Those bodies will be advised of the nominations once agreed.

7.2 Appendix A – List of organisations to be appointed to.

**Subject to Call-In:**

Yes:  No:

The item is due to be referred to Council for final approval

Delays in implementation could have serious financial implications for the Council

Delays in implementation could compromise the Council's position

Considered or reviewed by Overview and Scrutiny Management Committee or associated Task Groups within preceding six months

Item is Urgent Key Decision

Report is to note only

**Wards affected:** All

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