

Report to: **Annual Council**

Date: **20 May 2021**

Title: **Appointment of Representatives on Outside Bodies 2021/22**

Portfolio Area: **Council – Cllr Pearce, Leader**

Wards Affected: **All**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: Immediately following this meeting

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RECOMMENDATION:

That Council RESOLVES for the 2021/22 Municipal Year to:

- 1. be represented on the list of Outside Bodies (as attached at Appendix 1) and that, for the purposes of Members' Allowances, attendance at meetings of these Bodies be regarded as an 'Approved Duty';**
- 2. approve the draft reporting feedback template (as set out at Appendix 2); and**
- 3. approve the draft Role Member Profile (as detailed at Appendix 3).**

1. Executive summary

- 1.1 The Council is required to approve its representation on Outside Bodies and to appoint appropriate representatives to serve on these Bodies. Group Leaders have been consulted and their nominations are reflected at presented Appendix A.

2. Background

- 2.1 This report seeks approval of the appointment of Members to the list of Outside Bodies as set out at Appendix A.

3. Outcomes/outputs

Task and Finish Group Review

- 3.1 At its meeting held on 25 February 2021, the Overview and Scrutiny Panel set up a Task and Finish Group to '*scrutinise the means of reporting back to Council and to evaluate the benefit to Council of it being represented on Outside Bodies.*'
- 3.2 The next Panel meeting held on 1 April 2021 received the Review concluding report and endorsed its conclusions as follows:
 - 3.2.1 As part of its Annual Work Programme deliberations, the Overview and Scrutiny Panel be requested to schedule an Annual Report on the performance of each of the Outside Bodies to which the Council has made appointment(s). This Annual Report to be considered early in the Calendar Year in order that the Council has the opportunity to consider the value of re-appointing to each Outside Body at the Annual Council meeting in May. In making this recommendation, the Group has stated that appointed representatives will need to report more frequently when Outside Bodies are to make decisions (or have discussions) about matters deemed of significance / relevance / importance to the Council;
 - 3.2.2 Representative(s) be required to inform local Ward Members when matters specifically relating to their local Ward(s) are to be discussed at a future Outside Body meeting;
 - 3.2.3 That reports produced by representatives should summarise any such discussions or decisions made and explain how the Council (or its residents) will be impacted or what the Council is being requested to do. In so doing, representatives will be required to consider how these discussions or decisions will contribute to the delivery (once adopted) of the Corporate Strategy;
 - 3.2.4 That, in order to facilitate reporting, the Democratic Services Manager be asked to produce a template for completion by representatives on Outside Bodies. The template (once drafted) to be appended to the Outside Bodies report for adoption at the Annual Council meeting to be held on 20 May 2021 (NB. this is attached at Appendix 2 for approval);
 - 3.2.5 That such reports from representatives be published via the Members' Bulletin publication. In so doing, that officers be asked to revisit the format of the Bulletin to ensure that its content can be copied and pasted; and

- 3.2.6 That a role profile ('Job Description') for Members be drafted and also appended to the Annual Council report for adoption (NB. this is attached at Appendix 3 for approval)

Conflicts of Interest

- 3.3 With some of the Outside Bodies, conflicts of interests due to Council representation can arise. In such cases, Members should be aware that, even though they may be the Council's representative, the first legal duty is to act in the best interests of that Outside Body when participating in the affairs of that organisation. As a consequence, appointed Members are actively encouraged to contact the Council's Monitoring Officer for advice.

4. Options available and consideration of risk

- 4.1 There is a risk that Members may find themselves in positions where interests conflict potentially damaging both their own and the Council's reputation. To mitigate this risk, Members are encouraged to contact the Council's Monitoring Officer.

5. Proposed Way Forward

- 5.1 The Council is asked to approve the appointments to the list of Outside Bodies (as set out at Appendix A); the draft feedback template (Appendix B refers); and the draft Member role profile (as outlined at Appendix C).

6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	Statutory Powers – Local Government Act 1972
Financial implications to include reference to value for money	N	There are no direct financial implications
Risk	N	These are addressed in the report
Supporting Corporate Strategy		Efficient and Effective Council
Climate Change - Carbon /		Not applicable

Biodiversity Impact		
Comprehensive Impact Assessment Implications		
Equality and Diversity		Not applicable
Safeguarding		Not applicable
Community Safety, Crime and Disorder		Not applicable
Health, Safety and Wellbeing		Not applicable
Other implications		Not applicable

Supporting Information

Appendices:

Appendix 1 – list of Outside Bodies (and nominated representatives);
Appendix 2 – draft feedback template; and
Appendix 3 – draft role profile.

Background Papers:

Overview and Scrutiny Panel agendas and minutes – 25 February 2021 and 1 April 2021 meetings.