

**Report to:** Corporate Governance Committee  
**Date of Meeting:** 15 April 2014  
**Lead Member:** Councillor Barbara Smith  
**Report Author:** Head of Legal and Democratic Services  
**Title:** Member Representation on Outside Bodies - Update

**1. What is the report about?**

1.1 The report is about appropriate arrangements for Members who represent the Council on Outside Bodies to report back to the Council on their work with those Outside Bodies.

**2 What is the reason for making this report?**

2.1 To provide Members with an update on the work being done in respect of a mechanism for Members on Outside Bodies to use to report back to the Council on the activities of those bodies.

**3 What are the recommendations?**

3.1 That Members consider the contents of this report and agree options to be recommended to the Council.

**4 Report details**

4.1 Members have previously considered a report on the Protocol for Members on Outside Bodies. The Committee requested further information regarding the creation of a mechanism by which Members appointed by the Council to represent it on Outside Bodies could report back to the Council on their work with and the activities of the Outside Body.

4.2 The Outside Bodies to which the Council appoints representatives are many and varied. In addition the roles to which Members are appointed on those bodies can differ greatly. Some Members are appointed as Directors or Trustees, both of which roles carry with them specific legal duties and obligations to the body to which they have been appointed. A fuller description of these roles is contained in the Protocol and Guidance for Elected Members appointed to Outside Bodies attached as Appendix 1.

4.3 At the meeting of the Committee in November 2013 Members asked for a list of Outside Bodies to which Members had been appointed set out in the following categories:

- Bodies which set a precept that the Council collects
- Bodies to which the Council pays a subscription to be a members
- Bodies which receive a grant or other financial assistance from the Council
- All other Outside Bodies

The list is attached as Appendix 2.

4.4 In considering whether and how Members report back to the Council the Committee will need to consider the following issues:

- Whether there needs to be the same frequency and detail of reporting in respect of all Outside Bodies
- Whether the frequency and detail of reporting depends on the level of risk posed to the Council e.g. financial, reputational
- Directors and trustees will owe duties in law to the body to which they are appointed and may be bound by obligation of confidentiality to that body that restricts the level of detail included in any report.
- The forum to which the reports are made
- The potential overlap and duplication with the system of Annual Reports for Members on their activities as Councillors.

4.5 A draft template report is attached for Members' consideration as Appendix 3.

4.6 The Committee is requested to consider the issues set out in this report and indicate their preferences in order that a fuller consultation take place with all elected Members.

## **5 How does the decision contribute to the Corporate Priorities?**

5.1 The work of outside bodies can contribute to the delivery of the Council's priorities and regular information on their activities may assist the Council in planning future activity.

## **6 What will it cost and how will it affect other services?**

6.1 There will be some additional staff time incurred in administrating the reporting process. This should be contained within existing budget.

**7 What consultations have been carried out and has an Equality Impact Assessment Screening been undertaken?**

7.1 This report is the beginning of a consultation with Members. There is no need for an Equality Impact Assessment.

**8 Chief Finance Officer Statement**

8.1 The recommendations of this report do not appear to have any financial implications.

**9 What risks are there and is there anything we can do to reduce them?**

9.1 The risk of not receiving regular reports is that Members continue to be appointed to outside bodies that cease to be relevant to the Council's objectives and take up Members' time unnecessarily.

**10 Power to make the Decision**

10.1 Section 111 Local Government Act 1972.