

## Democracy and Standards Committee 16 September 2021

<b>Report Title</b>	<b>Outside Bodies Procedure Rules</b>
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### List of Appendices

#### Appendix A – Draft Outside Bodies Procedure Rules

#### **1. Purpose of Report**

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- 1.1. For the committee to recommend to Full Council approval of the Outside Bodies Procedure Rules for inclusion in the Council's Constitution.

#### **2. Executive Summary**

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- 2.1 The committee is being requested to endorse a set of procedure rules in relation to how the Council's Outside Bodies list would be collated and maintained. The council has an important role to play in a variety of organisations at national, regional, and local level.
- 2.2 It is important that council involvement in any organisation is of benefit and constructive, and that councillors feel confident that their individual involvement is meaningful and provides value.

#### **3. Recommendations**

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- 3.1 It is recommended that the committee:

- a) Approve the Outside Bodies Procedure Rules (Appendix A) and forward these Rules to Full Council for approval and inclusion in the Council's Constitution.

- 3.2 Reason for Recommendations –

- To ensure a mechanism is established to keep the Council's Constitution and governance structure under review and provide a clear procedure for the appointment of council representatives on Outside Bodies.

## **4. Report Background**

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- 4.1 The Democracy and Standards Committee has overall responsibility for reviewing the Council's Constitution and decision-making governance and recommending any proposed changes to Full Council.
- 4.2 To assist in undertaking the above responsibility a Constitutional Working Group was formed.
- 4.3 The group received a copy of the draft Outside Bodies Procedure Rules at its meeting held on 23<sup>rd</sup> August 2021 and were invited to comment. The group endorsed the rules for formal discussion by the committee and recommended approval.
- 4.4 In addition, it should be noted that the Scrutiny Commission at its meeting held on 24 August 2021 agreed to establish a time-limited working group in order to draft a suggested list of approved Outside Bodies for consideration by Full Council.
- 4.5 It was recognised that initially collating a list for council approval and appointment to agreed Outside Bodies would be fairly time-consuming, however ensuring it is reviewed on an annual basis would ensure any list could be appropriately maintained and kept up to date.

## **5. Issues and Choices**

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- 5.1 Any proposed significant changes to the Constitution need to be agreed by Full Council, however it is intended that the committee would consider any changes in the first instance.
- 5.2 Ensuring that an agreed set of rules for review of Outside Bodies representation have been agreed will assist in ensuring clear and transparent decision-making.

## **6. Implications (including financial implications)**

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### **6.1 Resources and Financial**

- 6.1.1 None specific to this report.

### **6.2 Legal**

- 6.2.1 The Monitoring Officer has delegated authority to make administrative changes to the Constitution to reflect changes in the law, changes to the council's management structure and other changes with no significant impact.

### **6.3 Risk**

- 6.3.1 The council needs to ensure that the efficiency and effectiveness of its governance systems are monitored, and clear approved procedures are put in place with regard to decision-making.

6.3.2 With reference to Outside Bodies establishing a formal process to maintain a list of council representation, to be reviewed on an annual basis, will allow the council to meet its obligations at national, regional, and local level and ensure councillor involvement is targeted where appropriate.

#### 6.4 **Consultation**

6.4.1 Constitutional Working Group  
Leader and Deputy Leader of the Council

#### 6.5 **Consideration by Scrutiny**

6.5.1 The Scrutiny Commission has agreed to review current council obligations and representation ahead of Full Council agreeing a revised list of Outside Bodies.

#### 6.6 **Climate Impact**

6.6.1 None specific to this report.

#### 6.7 **Community Impact**

6.7.1 None specific to this report.

### **7. Background Papers**

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7.1 Council Constitution.

