

COUNCIL

29th September 2021

Report Title	Outside Bodies - Procedure Rules & Appointments
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List of Appendices

Appendix A – Draft Outside Bodies Procedure Rules

Appendix B – List of Outside Bodies requiring appointments

1. Purpose of Report

- 1.1. For the Democracy and Standards Committee to recommend to Council approval of the Outside Bodies Procedure Rules for inclusion in the Council's Constitution and to agree appointments to the Outside Bodies detailed in **Appendix B**.

2. Executive Summary

- 2.1 The Democracy and Standards Committee considered the Outside Bodies Procedure Rules and resolved to recommend that a set of procedure rules in relation to how the Council's Outside Bodies list would be collated and maintained be approved by Council. 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.
- 2.3 The Scrutiny Commission at its meeting on 24th August 2021 agreed to the establishment of a working group to review requests for appointments to Outside Bodies. This group met w/c 13th September 2021 to consider the information collated at that time.

3. Recommendations

- 3.1 It is recommended that the Council:
- a) Approve the Outside Bodies Procedure Rules in **Appendix A**; and

- b) Agree Council representation on the Outside Bodies detailed in **Appendix B**.

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.
- To ensure the Council is appropriately represented on the Outside Bodies detailed in **Appendix B**.

Report Background

- 3.3 It was agreed by members at Council in May 2021 that a review would be commenced into Outside Bodies and appointments made to them on behalf of the Council. Work has been undertaken since then to understand the Outside Bodies previously appointed to by the Predecessor Councils and the nature of the appointments to them.
- 3.4 The Democracy and Standards Committee received a copy of the draft Outside Bodies Procedure Rules at its meeting held on 16th September 2021 and were invited to comment. The Committee endorsed the Rules for formal discussion by Council and recommended approval. The Procedure Rules will ensure that there is a clear procedure for appointments to Outside Bodies.
- 3.5 The Procedure Rules will be supplemented by Guidance to Members about Outside Bodies. In addition, the Council will develop fact sheets for each of the Outside Bodies throughout the year to ensure that Members are advised on key information about the appointment such as whether there are indemnities and insurance in place, how often the meetings are and how they should report back to the Council. These will be developed with those Members who are appointed in 2021/22 and will be ready for the Annual Meeting to be held in May 2022.
- 3.6 The Scrutiny Commission at its meeting held on 24th August 2021 agreed to establish a Scrutiny Panel in order to draft a suggested list of approved Outside Bodies for consideration by Council for 2021/22.
- 3.7 The Scrutiny Panel firstly determined whether the Council should make appointments to the organisations on the Outside Body list. They also categorised the Outside Bodies into categories of Key Strategic Partnerships and Community Partnerships. Those that were identified as Strategic shall be appointed to by the Leader of the Council. The Outside Bodies listed in **Appendix B** shall be appointed to by Council.
- 3.8 It should be noted that a review of Outside Bodies will be undertaken each year by a Scrutiny Panel to enable appointments to be made prior to or at the Annual Meeting. Those Members who are appointed to Outside Bodies will be asked to complete an annual review submission to assist the Scrutiny Panel in their review.

4. Issues and Choices

- 4.1 Any proposed significant changes to the Constitution need to be agreed by Council.
- 4.2 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.
- 4.3 Recognised political groups will be contacted prior to Full Council to seek nominations for the appointments detailed in **Appendix B**. Full Council shall determine any final appointments made to these organisations.
- 4.4 The full outcome report of the working group will be circulated to all Members outside of the Full Council meeting and formally reported back to the Scrutiny Commission at its next meeting.

5. Implications (including financial implications)

5.1 Resources and Financial

- 5.1.1 None specific to this report.

5.2 Legal

- 5.2.1 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.

5.3 Risk

- 5.3.1 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.
- 5.3.2 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.

5.4 Consultation

- 5.4.1 Constitutional Working Group
Democracy and Standards Committee
Leader and Deputy Leader of the Council

5.5 Consideration by Scrutiny

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

5.6 Climate Impact

5.6.1 None specific to this report.

5.7 Community Impact

5.7.1 Consideration was given by the working group as to whether Council representation on an Outside Body was appropriate and beneficial and/or whether there was a legal requirement for said representation.

6. Background Papers

6.1 Council Constitution.