

Procedure Rules for the Appointment of Council Representatives to Serve on External Organisations and Partnerships

1. Scope of Rules

- 1.1 These Procedure Rules relate to those external organisations and partnerships (referred to as Outside Bodies) which have requested the Council to appoint an Elected Member (or suitable nominee) to them
- 1.2 For the avoidance of doubt, these Procedure Rules do not apply to appointments to Joint Committees/authorities which are reserved to Council.
- 1.3 Additionally it is recognised that, often at a local level, individual Elected Members may be personally approached to attend meetings of a variety of organisations in their personal capacity rather than in their capacity as a Councillor. Such instances are not covered within the scope of these Procedure Rules

2. Determination of Outside Bodies to which an appointment should be made

- 2.1 The Democratic Services Manager will maintain a list of all Outside Bodies to which the authority appoints an Elected Member.
- 2.2 Each year the Cabinet will review the list of notified Outside Bodies and will determine whether the authority should make/continue to make an appointment to those bodies.
- 2.3 Determination will be based on one or more of the following criteria being met:
 - the proposed appointment is a statutory requirement;
 - the proposed appointment would be consistent with the Council's policy or strategic objectives; and/or
 - the proposed appointment would add value to the Council's activities.
- 2.4 Requests to make an appointment received after such an annual review will be similarly referred to the Cabinet for determination by reference to the same criteria.

3. The Appointment Procedure

- 3.1 In April each year (and after elections have taken place every fourth year after 2016), the Democratic Services Manager will circulate the list of positions on outside bodies to the political groups of the Council for nominations to be submitted to the first Cabinet meeting of the new municipal year.
- 3.2 The Cabinet will be responsible for making any appointment. In doing Cabinet should have regard to a Member's current interests prior to making any appointment. Whilst not being bound by the requirements of political balance,

a key consideration for the Cabinet in appointing representatives will be to ensure appropriate representation of the Council's views and policies.

- 3.2 The Cabinet will be responsible for making any appointment. In doing Cabinet should have regard to a Member's current interests prior to making any appointment. The Cabinet will also have regard to, but not be bound by, the principle of securing an overall allocation of places which reflects the proportion of Members from each Political Group on the Council as a whole.
- 3.3 All appointments will be subject to annual change unless otherwise stated in the constitution of the external organisation. Each appointment (including in-year replacements) runs for the municipal year, ending at the next Annual Council Meeting.
- 3.4 Elected Members will fill all available appointments but it is recognised that Political Groups may not wish to take up vacancies which are made available to them. In such circumstances vacancies will be notified to the Cabinet and a decision sought as to whether the vacancy will be filled.
- 3.5 A vacancy occurring during the municipal year will normally be referred to the Cabinet for an appointment to be made, having regard to the principles as described above.

4. Support for Appointees to Outside Bodies

- 4.1 **Lead officer:** A lead officer will be identified by the Democratic Services Manager in consultation with the relevant Strategic Director for all relevant appointments. This officer will work closely with the appointed Member(s) to provide briefings and support. Further advice will also be offered by the Chief Finance Officer and/or the Monitoring Officer, as appropriate.
- 4.2 **Briefings:** For organisations which are community focussed and/or about encouraging local engagement, a lead officer will not be allocated unless the Strategic Director and/or relevant Cabinet Member for the service area deem that this will be beneficial. However, the representative may still seek support and briefings from Council officers.
- 4.3 **Induction:** External organisations are expected to provide an induction into their affairs for newly appointed Council representatives. In the case of those organisations that are of a strategic interest to the Council, it is the lead officer's responsibility to ensure that an induction is arranged.