



Policy on council representation on outside bodies

Outside bodies are external organisations which have requested that the council appoint a representative to them. Outside bodies have separate governance structures to the council. Appointments to outside bodies can be an important mechanism for:

- community leadership, especially in new initiatives which may have originated from the council;
- enabling achievement of the council's corporate plan priorities; or
- safeguarding an investment or protect an interest of the council.

This policy does not cover the appointment of school governors, or appointments to joint committees of the council for which separate policies and processes apply.

Criteria

Requests for council representation will be assessed against the criteria below:

- Is there a statutory requirement to appoint a council representative?
- Does the organisation allocate significant council funding within the community?
- Does the organisation co-ordinate the activity of particular sectors or groups within the community in an area that are essential to the achievement of council's corporate plan priorities?
- Would the council's interests be prejudiced if an appointment was not made?
- Are the organisation's activities essential to achievement of the council's corporate plan priorities?
- Does the opportunity strengthen the council's influence regionally or nationally?
- If the body is a partnership does the partnership agreement comply with the council's approved partnership governance framework?

Appointment process

Bodies to which the council appoints three or more representatives will be subject to the rules of political proportionality unless the appointments arise by reason of a membership subscription or are a purely executive (cabinet) function. Council will determine political proportionality and political group leaders will nominate members of their political group to fulfil the places allocated to their group.

Where the council makes appointments which relate specifically to executive (cabinet) functions, appointments will be made by the leader of the council.

All other appointments will be made by the chief executive who will consult with the political group leaders before making the appointment.

All potential appointees will be consulted before their appointment is confirmed to ensure they are willing to take on the role and do not have any relevant conflicts of interest.

Appointments will normally be made for a four year period and/or to coincide with the electoral cycle.

Appointees

Those appointed may be elected members of the council, an officer of the council, or a relevant independent person. Members and officers serving on outside bodies as representatives of the council have responsibilities to the council and their conduct is governed by the member and officer codes of conduct respectively. Individuals who are not members or officers will be asked to confirm in writing that:

- they are willing to take on the role;
- when serving on the outside body on behalf of the council they will comply with the seven (Nolan) principles of public life;
- they will abide by the principles set out in the guidance on outside bodies; and
- they will provide, at least annually, a report on the work of the body to which they have been appointed.

Allowances and expenses

No allowances are paid by Herefordshire Council to individuals appointed to outside bodies.

The council will not pay travel or subsistence expenses for individuals appointed to outside bodies where they are entitled to claim such expenses from the body to which they have been appointed.

Where an individual is appointed to an outside body and is not entitled to claim travel or subsistence expenses from that body, Herefordshire Council will pay expenses for travel to and subsistence at meetings of that body which are held outside the county or where the appointment is part of a cabinet member responsibility or officer duty in accordance with the member scheme of allowances or officer terms and conditions. The councillors allowances scheme is set out in Part 6 of the constitution (para 6.1.11) and para 4 of appendix 3 (Draft protocol for council representation on outside bodies).

Roles and responsibilities

All appointees will be expected to comply with the guidance provided on roles and responsibilities.

The council will identify a lead officer contact within the council for each relevant outside body to act as the point of contact between the council and the appointee.

Local or ward specific bodies

Where a local or ward specific body wishes to invite their ward member to take on a role within the organisation it will be a matter for the relevant ward member to determine. Any such appointments will be at the discretion of the ward member concerned and will not be council appointments. Expenses will not covered by Herefordshire Council.