

Report of:	Interim Managing Director
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Portfolio Leader:	Leader of the Council
Report Track:	Council: 19/05/21

**Annual Council
19 May 2021
Representatives on Outside Bodies 2021-22**

1 Purpose of Report

- 1.1 To consider the appointment of representatives to outside bodies for 2021-22 as set out in the schedule of nominations to be circulated at the Annual Council Meeting.
- 1.2 To confirm the Managing Directors authority to make appointments to any other outside bodies throughout the municipal year and amend as necessary, in accordance with the arrangements as set out in paragraph 3 of this report.

2 Recommendation(s)

That:

- 2.1 Council determine the appointment of representatives to outside bodies for 2021-22, as set out in Appendix 1 of the report (to follow).
- 2.2 The Managing Director, in consultation with the Political Group Leaders, makes appointments to additional outside bodies and amendments to any existing outside bodies, as necessary, throughout the municipal year.
- 2.3 In the event of the Political Group Leaders failing to agree on a nomination(s) to an outside body (as referred to in paragraph 2.2 above) the appointment will be a matter for determination by the Council.
- 2.4 Subject to paragraph 2.2 above, the Managing Director when appointing representatives to outside bodies, be authorised to determine which of the appointments should be classed as an 'approved duty' for the purposes of claiming travelling and subsistence expenses.

3 Key Issues and Reasons for Recommendations

Key Issues

- 3.1 Under the order of business for the Annual Council Meeting, as set out in the Council Procedure Rules (Part 4, Section 27 of the Constitution), the Council shall “appoint representatives to outside bodies provided that Group Leaders have submitted their nominations to the Proper Officer at least 48 hours prior to the commencement of the Annual Meeting. The submitted nominations shall be circulated to Members of the Council at the meeting and no amendments shall be permitted once the nominations are received by the Proper Officer.”.

Reasons for Recommendations

- 3.2 The appointment of representatives to serve on outside bodies must be undertaken annually in accordance with the requirements as set out in paragraph 3.1, above, and the terms of office and other conditions detailed in the schedule at Appendix 1 of the report (to follow).
- 3.3 For practical purposes, Council is also requested to delegate authority to the Managing Director, in consultation with the Group Leaders, to make appointments to any additional outside bodies, and amend existing appointments as necessary, throughout the municipal year, on receipt of any nominations from individual Group Leaders.
- 3.4 Should Council agree to recommendation 2.2, then further delegated authority is sought for the Managing Director to determine those appointments that are to be classed as an ‘approved duty’ for the purposes of the nominated representative claiming travelling and subsistence expenses.

4 Relationship to Corporate Priorities

- 4.1 The Council, through its democratic process, contributes to the Council’s Corporate Priorities and promotes community engagement through the appointment of representatives to outside bodies.

5 Report Detail

- 5.1 In helping to prepare the schedule of proposed appointments, details of the number of meetings of outside bodies called during the preceding 12-month period, together with details of the attendance of those appointed to such bodies has been provided to each of the Political Group Leaders prior to them submitting their nominations. However, it should be noted that this information may not provide an accurate picture of attendance / representation because, for example, the body may have met only infrequently / has failed to meet at all during the period; or has not fed back details of attendance on request.
- 5.2 Determination of appointments to representatives on outside bodies is a matter for Council in the first instance. To not cause undue delay in between full Council meetings, recommendation 2.2 seeks delegation to the Managing Director, in consultation with the Political Group Leaders, to make additional appointments to

new outside bodies or amend appointments to existing outside bodies. Recommendation 2.3 sets out that if agreement cannot be reached in such circumstances, then the matter will be referred to full Council for resolution.

- 5.3 Recommendation 2.4 seeks authority for the Managing Director to determine which outside bodies should be classed as ‘approved duties’ under the Members’ Allowances Scheme for the purposes of paying travel and subsistence allowances.

6 Implications

6.1 Financial

There are no direct financial implications arising from this report. Any costs which arise from appointments determined as an approved duty, and thereby subject to travel and subsistence claims, will have to be met from existing Members’ budgets.

6.2 Legal

Unless otherwise specified by statute, Section 101(1) of the Local Government Act 1972 empowers the Council to arrange for the discharge of any of its functions by an officer of the Council in that:

“subject to any express provision contained in this act or any act passed after this Act, a local authority may arrange for the discharge of any of their functions-

(a) by a committee, a sub-committee or an officer of the authority...”

Council can therefore delegate the appointment of representatives on outside bodies to the Managing Director.

6.3 Human Resources

None.

6.4 Risk Management

None.

6.5 Equality & Diversity

None.

6.6 Climate Change

None.

7 Appendices to the Report

Appendix 1: Schedule of proposed Outside Bodies appointments for 2021-22 (to follow).