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| Report to: | Strategy and Resources Committee | Date: | 17 July 2017 |
| Report title: | Review of Appointments to Outside Bodies 2017 | | |
| Report from: | Jessica Crowe - Monitoring Officer | | |
| Ward/Areas affected: | Borough Wide | | |
| Chair of Committee/Lead Member: | Councillor Simon Wales, Deputy Leader | | |
| Author(s)/Contact Number(s): | Sharon Major, Committee Services Officer, 020 8770 4383 | | |
| Corporate Plan Priorities: | <ul style="list-style-type: none"> • An Open Council • A Smart Council | | |
| Open/Exempt: | Open | | |
| Signed: |  | Date: | 05 July 2017 |

1. Summary

1.1 The purpose of this report is to review and make appointments to outside bodies.

2. Recommendations

The Strategy and Resources Committee is recommended to:

- 2.1 Agree to appoint to the list of outside bodies as set out in Appendix A.
- 2.2 Agree the names of those appointed as set out in Appendix A
- 2.3 Delegate authority to the Monitoring Officer to authorise the appointments of named representatives which are still to be confirmed, as set out in Appendix A

3. Background

- 3.1 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, partnership and joint working, and knowledge and information sharing.
- 3.2 The Committee considered an Appointment to Outside Bodies review at the meeting held on 29 June 2015. At that meeting it was agreed to review the bodies appointed to on an annual basis to ensure that Council activities in terms of outside bodies are more

focused, that the information the Council holds is accurate and that Councillors have clear guidance on their role and responsibilities when appointed to an outside body. This activity was replicated in 2016 and 2017.

- 3.3 As a result of the 2015 and 2016 reviews the level of appointments made by the Council has reduced. Guidance has been developed and published for members appointed to outside bodies and members and organisations have been surveyed. The review in 2015 also established clear principles for making non-Councillor appointments and the Strategy and Resources Committee agreed a process for such appointments at that time which is still being followed.

4. Issues

Review

- 4.1 Councillors and the Outside Bodies appointed to in 2016/17 were contacted to complete an evaluation form. The purpose of the evaluation was to:

- Ensure outside bodies appointed to were still active;
- Ensure that the Council had the correct contact details for outside bodies;
- To understand the purpose and nature of the bodies and the capacity in which Councillors were appointed;
- To review whether appointments from the Council were required by law or constitutions;
- To review whether Councillors were being invited to and attending meetings
- To understand the level of support/induction bodies provided to Councillors.

- 4.2 A number of organisations did not respond to the evaluation, unless Councillors supported the appointments it has been recommended that where a response was not received an appointment is no longer made by the Council.

- 4.3 Appointments to outside bodies can include different roles:

- Committee Member
- Trustee
- Company Director
- Representative
- Observer /Advisor

These different roles have different responsibilities and it is important that members are aware of the nature of their appointment. Guidance has been developed and circulated to members to assist them in their outside body roles.

Non-Councillor appointments

- 4.4 It has been common practice to appoint non-Councillors to outside bodies on behalf of and to represent the Council. There is nothing to prevent this in terms of the legal and constitutional framework the Council operates in, and these arrangements have been practical. A process for making non-Councillor appointments was agreed in 2015, this remained in place in 2016 and it is recommended to retain the same process this year. The process is as follows:

The person nominated must confirm in writing to Committee Services 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 complete an annual return as part of the reporting framework on outside body appointments.

Reporting Framework

- 4.5 A reporting framework was put in place following the 2015 review to help develop the Council's understanding of the roles undertaken on outside bodies and to ensure that the appointments remains relevant to the Council priorities which have been set by Councillors. All Councillors were invited to complete the annual review of outside bodies questionnaire to enable us to gather up to date information.
- 4.6 The questionnaire was sent to Councillors in the Members' Information Bulletin. 29 Councillors were appointed to outside bodies in 2016. Any Councillor that was identified as previously having been appointed to an outside body that had not responded to the survey was sent an individual email outlining the details previously held and asking them to provide feedback and confirm the up to date position. 18 Councillors have responded. This information has helped to inform the recommendations of this report.
- 4.7 27 outside bodies had a representative(s) appointed to them in 2016. These bodies were sent a questionnaire to seek their views and responses were received from 18. This information has been used to help inform the recommendations in Appendix A.

Carshalton Coronation Commemoration Fund

- 4.8 The deed of the Carshalton Coronation Commemoration Fund (CCCF) grants the Council a power to appoint nine trustees from among its elected members for a term of one year, or until their successors are appointed, to oversee the trust.
- 4.9 In 2014, nine Members were appointed as trustees. In 2015 however, Member feedback during the outside bodies review led to a reduction in the number of appointments (Strategy & Resources Committee, 29 June 2015). However, it has transpired that any

change to the trust deed, such as the number of trustees, can only be made by the trustees themselves. As such, Members are recommended to make nine appointments in 2017 so that the trust deeds may be amended to reduce the number of appointments required, or other options pursued as to the future of the Trust.

5. Options Considered

5.1 The appointment of representatives to outside bodies is at the discretion of the Strategy and Resources Committee. The purpose of the annual review of appointments is to assist Councillors and Officers to continue to work in an efficient way. It is evident that the level of appointments to Outside Bodies has an impact on already busy Councillor workloads. Whilst retaining links with Outside Bodies is an important aspect of community leadership it is also important that the activities of the Council and Councillors are focused around corporate priorities.

6. Impacts and Implications

Financial

6.1 There are no financial implications arising from this report.

Legal

6.2 There are no specific implications arising from the report. It is important for Councillors appointed to outside bodies to be clear about the nature of the appointment, including whether they have a decision making role or not. Different duties and responsibilities apply depending on the Councillor’s role on the outside body and in particular Councillors need to be aware of the potential for conflicts of interest to arise. Guidance has been published by the Monitoring Officer to assist members who serve on outside bodies.

7. Appendices and Background Documents

| Appendix letter | Title |
|-----------------|------------------------------|
| A | Outside Body Recommendations |

| Background documents |
|----------------------|
| None |

| Audit Trail | | |
|---|-------|-------------------|
| Version | Final | Date: 5 July 2017 |
| Consultation with other officers | | |
| Finance | No | N/A |
| Legal | No | N/A |
| Equality Impact Assessment required? | No | N/A |

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