

CUMNOR PARISH COUNCIL

ROLE OF REPRESENTATIVES ON OUTSIDE BODIES: GUIDANCE Issue 2

Issue History

Issue No	Date of Adoption	Reference in Minute Book	Details of Change Made
1	07/03/16	74/16 i	First issue
2	05/11/18	394/18 ii	Remove Neighbourhood Action Group

Background

1. Council nominates a Councillor to sit on an outside body, an organisation that seeks the support, advice and help of Council but is not a Council committee, function or working party. The outside body has to be agreed by the Council and these include:

Botley Traffic Advisory Committee
Cumnor Conservation Group
Cumnor Minors Football Club and Closes Field Pavilion
Cumnor Village Hall
Dean Court Community Centre Association
Farmoor Village Hall
Fogwell Road Pavilion Management Committee
Parish Transport Representatives

2. Council can nominate any Councillor to sit on any of these bodies. In some circumstances more than one Councillor to sit on any of these bodies. In some circumstances more than one Councillor may be requested to attend the meetings.
3. A Councillor nominated to sit on an outside body does so as a representative of Council and as such any personal interest must be governed by the corporate body and policies of the Council.
4. A Councillor nominated to serve on an outside body may take part in debate and vote on any issues relating to the outside body provided they are not biased or pre-determined. This relates to the objectivity and integrity provision in the Councils Code of Conduct.

Role of Representatives on Outside Bodies

1. A nominated Council representative on an outside body represents Council in a corporate, not a personal, capacity. They must act in accordance with Council policy.
2. A nominated Council representative should seek advice from the Clerk in the event of being unsure of any Council policy prior to advising an outside body.
3. Representatives on outside bodies can aid outside bodies to access the expertise and knowledge of Council and links with other public sector organisations, such as Oxfordshire County Council, Vale of the White Horse District Council and the Police.
4. A Council representative should not commit Council resources or support whether financial or 'in kind', to an outside body but should bring all such requests back to Council in writing for consideration.

5. Administrative support by the Clerk is not available to outside bodies or Council representatives on outside bodies unless authorised by Council.
6. Representatives should update Council regularly, at its monthly meetings, about the outside bodies on which they have been nominated to serve. Minutes of meetings on outside bodies should be shared with the Clerk who will arrange to make them available to all Councillors.
7. Representatives should attend as many meetings of an outside body as they are reasonable able to. It is the representatives responsibility to send apologies if they are unable to attend a meeting. They should also notify the Clerk when they are unable to attend a meeting.
8. Council expects its representatives to be kept informed of all meetings of outside bodies in a timely fashion and also expects that all paperwork will be shared with them.
9. Any outside body is free to reject a specific Council representative on the understanding that their replacement will be nominated by Council, not by the outside body. Repeated non-attendance at meetings without good reason offers valid grounds to reject a specific Council representative.
10. All outside bodies are free to inform the Council at any time that Council representatives are no longer required, if their constitution so allows.

Adopted 7 March 2016
Reviewed October 2018