



**Rochford District
Council**

REPORT TITLE:	Appointments of Representative to Outside Bodies 2024/2025
REPORT OF:	Acting Director of Governance

REPORT SUMMARY

The new Constitution amends the way the Rochford District Council appoints representatives to Outside Bodies.

RECOMMENDATIONS

- R1 -** To agree which outside bodies will be appointed to for 2024/25 as set out in Appendix A.
- R2 -** Confirm the appointment of the representative where it is the Leader/Deputy Leader or Chairman/Vice Chairman for 2024/25 as set out in Appendix A.
- R3 -** Confirm which committee will make the appointments to the other outside bodies for 2024/25 as set out in Appendix A.

SUPPORTING INFORMATION

1.0 REASON/S FOR RECOMMENDATIONS

- 1.1 In line with the Council's constitution.

2.0 BACKGROUND INFORMATION

- 2.1 At the first meeting of each committee at the start of the municipal year they will need to appoint to the outside bodies allocated to their particular committee. The appointed representative can be any member of the committee, it doesn't have to be the chairman of the committee. In some circumstances it may be appropriate to appoint a councillor who is not on the

committee (e.g. if they have a significant interest in the work of the outside body or to maintain continuity in the appointed representative).

- 2.2 The outside body itself will set out how many representatives needs to be appointed by the Council and whether substitutes may be appointed. The outside body will also set out the nature of the role that the representative will need to undertake (e.g. trustee, director, committee member, observer). The Council will need to specify whether or not the representative has any delegated authority to make decisions on behalf of the Council at the outside body meetings.

Reporting

- 2.3 The appointed representatives are required to make an annual report on the work of their outside body to the Audit & Governance Committee. They may also report to the committee that they have been appointed by on a more frequent basis as required. Representatives should refer matters that need wider council input to the committee or the Full Council as appropriate.

Annual Review

- 2.4 The Audit & Governance Committee is required to undertake an annual review of outside bodies before each Annual Council meeting and make recommendations to the Council about which bodies should be appointed to. The review should consider the value added of the Council appointing a representative.

3.0 OTHER OPTIONS CONSIDERED

- 3.1 To encourage effective partnership working wherever appropriate to help deliver the Council's goals and overcome constraints and ensure that the Council's time is spent productively and effectively. When a Member is appointed to an outside organisation, they act on behalf of that organisation, and may participate fully in the activities. Where it is felt appropriate the nominated Member can act as a point of contact and make agreement with the outside organisation on how the Member can best serve them.

4.0 RELEVANT RISKS

- 4.1 The Council should not appoint where the appointment holds a risk that insolvency of the body would render the appointee debarred from office i.e. where the appointment is an effective directorship listed at Companies House.

5.0 ENGAGEMENT/CONSULTATION

5.1 None.

6.0 FINANCIAL IMPLICATIONS

Name/Title: Tim Willis, Interim Director of Resources

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6.1 There are no direct financial implications arising from this report. However financial implications may need to be taken into consideration when reports are reviewing outside organisations each municipal year.

7.0 LEGAL/GOVERNANCE IMPLICATIONS

Name & Title: Claire Mayhew, Acting Director of Governance

Tel & Email: 01277 312741/claire.mayhew@brentwood.rochford.gov.uk

7.1 Those appointed to serve on outside bodies will need to remain alert and exercise careful judgment to avoid conflicts of interest (actual and perceived). The concept of bias or perceived bias is wider than the Members' Code of Conduct.

7.2 The Members' Code of Conduct applies whenever a Member (a) conducts the business of the Authority, or (b) acts as a representative of the Authority.

7.3 When a Member acts as a representative of the Authority (a) on another relevant authority, the Member must, when acting for that other authority comply with that other authority's code of conduct; or (b) on any other body, the Member must, when acting for that other body, comply with the Authority's Code of Conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

7.4 A Member appointed to an outside body as a trustee will need to be aware of the legal duties of a trustee and the implications that may have on them.

8.0 EQUALITY & HEALTH IMPLICATIONS

Name/Title: Kim Anderson, Corporate Manager - Partnerships, Leisure Manager

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7.1 Section 149 of the Equality Act requires the Council to have due regard to the Public Sector Equality Duty when making decisions, strategic planning and when implementing policies that may impact on those who have protected

