

**SUPPLEMENTARY INFORMATION**

**Executive**

**7 June 2010**

Title	Officer Responsible
<b>Annual Review of Representation on Outside Bodies</b>  <b>REVISED VERSION – PLEASE DELETE PREVIOUS REPORT CIRCULATED WITH AGENDA PACK</b>	Senior Democratic and Scrutiny Officer

*If you need any further information about the meeting please contact James Doble, Legal and Democratic Services [james.doble@cherwell-dc.gov.uk](mailto:james.doble@cherwell-dc.gov.uk) (01295) 221587*

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## Executive

### Annual Review of Representation on Outside Bodies

7 June 2010

### Report of Head of Legal and Democratic Services

#### PURPOSE OF REPORT

To present proposals to improve the effectiveness of the support arrangements for member representation on outside bodies prior to the appointment of representatives for 2010/2011 by the Leader of the Council.

This report is public

#### Recommendations

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The Executive is recommended:

- (1) to agree the proposals to improve the effectiveness of the support arrangements for member representation on outside bodies;
- (2) to agree the proposed changes to the list of outside bodies to which the Leader of the Council will make appointments in 2010/11.

#### Executive Summary

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##### Introduction

- 1.1 The 2008/09 Annual Partnership Report was considered by the Executive on 16 March 2009. The Executive agreed a number of recommendations to improve partnership working and specifically requested:

“That the Executive receive a report setting out how the Council will effectively support member representatives on partnerships and all outside bodies, including providing appropriate training, strengthening staff support for members, advice on council policy with regard to issues within the remit of partnerships and outside bodies and providing feedback mechanisms from issues raised on partnerships on outside bodies”.

- 1.2 It was subsequently agreed that in advance of the 2010/11 appointments to outside bodies there would be a review of the current councillor representation on outside bodies to establish if this was an

appropriate level of commitment and a good use of resources. This report presents the conclusions of that review.

- 1.3 This report is concerned primarily with the Council's support arrangements for member representation on outside bodies. However, the issues and principles apply equally to the Council's member representation on Oxfordshire's strategic partnerships.

### **Proposals**

- 1.4 This report proposes that the Council should implement a number of actions to improve the effectiveness of the Council's support arrangements for member representation on outside bodies.
- 1.5 This report proposes changes to the list of outside bodies to which the Leader of the Council will make appointments in 2010/11.

### **Conclusion**

- 1.6 The continued focus at all levels of government on the value and benefits to be derived from working in partnership to achieve shared objectives reaffirms the importance of this review of the Council's support arrangements for member representation on outside bodies. The introduction of clear processes will allow the Council to build strong and structured relationships with outside organisations across the community.

### **Background Information**

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- 2.1 In response to the specific issues raised by the Executive the following improvements are proposed for 2010/11:
  - a) Democratic Services will maintain a database of all the outside bodies on which the Council is represented.
  - b) A lead officer will be assigned to all outside bodies.
  - c) The level and nature of support required by the member representative (for example background information, briefings on current issues) will be agreed between the councillor and lead officer. In future details of the level of resource committed by the Council in terms of member and officer time and funding will be captured and reviewed.
  - d) A training seminar for councillors involved in partnerships and

serving as representatives of the Council on outside bodies will be available through the Member Development Programme. The lead officers will also attend the seminar. The seminar will be held on Thursday 7 July 2010.

- e) A statement of “roles and responsibilities” for councillors representing the Council on outside bodies has been prepared (Appendix 1). This supplements the guidance in the Constitution.
  - f) There will continue to be an annual review of the Council’s involvement with outside bodies but from 2011/12 this will be expanded to include feedback from the outside bodies themselves and from the lead officers supporting the Council’s involvement with the outside bodies.
  - g) The appointment of member representatives on outside bodies will be made by the Leader of the Council as a portfolio holder decision.
- 2.2 This new approach will be underpinned by coherent processes to ensure that appointments are regularly reviewed and properly resourced.

#### **Appointments to outside bodies in 2010/11**

- 2.3 Traditionally this Council has published a Portfolio Holder Decision Notice listing the appointments of member representatives to outside bodies in June or July each year.
- 2.4 Using the July 2009 list of appointments as the starting point the Portfolio Holder for Performance Management and Improvement consulted the elected members, Strategic Directors and Service Heads to determine which outside bodies the Council should continue to appoint to.
- 2.5 The conclusions of that review are detailed at Appendix 5 but in summary the proposals are to:
- a) Continue member representation on 34 outside bodies.
  - b) Introduce member representation on 5 new outside bodies.
  - c) Delete 11 outside bodies (mainly because the organisation no longer exists or has merged with another organisation).
  - d) Withdraw member representation on 3 outside bodies (because officer involvement is more appropriate).

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#### **Key Issues for Consideration/Reasons for Decision and Options**

- 3.1 In the past some councillors have expressed concern about the lack of guidance and support available to them when appointed to an outside body.
- 3.2 In the past the three way relationship between the member representative, the service officer and the outside organisation has not been as effective as it might have been.

The following options have been identified. The approach in the recommendations (Option Two) is believed to be the best way forward

<b>Option One</b>	To continue with the present arrangements for outside organisations to which appointments are currently made.
<b>Option Two</b>	To adopt the proposals to improve the effectiveness of the support arrangements for member representation on outside bodies and to agree the proposed changes to the list of outside bodies to which the Leader of the Council will make appointments in 2010/11.

### **Consultations**

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<b>Internal</b>	The Council's elected members serving as representatives on outside organisations, Strategic Directors and Service Heads.
<b>External</b>	Under the terms of this review it was decided that it would be better to clarify our internal arrangements first and then to consult with the representatives from the outside bodies as part of the new procedures introduced in 2010/11.

### **Implications**

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<b>Financial:</b>	There are no financial implications arising directly from this report.  Comments checked by Denise Westlake, Service Accountant, 01295 221982
<b>Legal:</b>	Representation on outside organisations presents significant legal implications for the Council if the roles and responsibilities of those involved are not fully defined and the arrangements are not adequately resourced and managed.  Comments checked by Liz Howlett, Head of Legal and Democratic Services, 01295 221686

**Risk Management:** Representation on outside organisations should result in some benefit to both the Council and the organisation concerned. There is a risk (which is difficult to quantify) that such benefit may be lost to either or both parties if representation is withdrawn or inadequately resourced.

Comments checked by Rosemary Watts, Risk Management and Insurance Officer, 01295 221566

### **Wards Affected**

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All

### **Document Information**

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<b>Appendix No</b>	<b>Title</b>
Appendix 1	Councillor Representation on Outside Bodies ~ Roles and Responsibilities
Appendix 2	Review of Outside Bodies 2009/10
<b>Background Papers</b>	
(1)	Working in Partnership Annual Report to Executive, 16 March 2009
(2)	The 2009/10 annual report forms submitted by Members serving on outside organisations. Copies are available from the Democratic, Scrutiny and Elections Manager.
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