

# TENBURY TOWN COUNCIL



## ROLE OF REPRESENTATIVES ON OUTSIDE BODIES POLICY

## **1.0 INTRODUCTION**

- 1.1. A Councillor nominated to sit on an outside body does so as a representative of the Town Council and as such any personal interest must be governed by the corporate body and policies of the Council.
- 1.2. The following guidance is issued to ensure that Members comply with their responsibilities when attending as a representative for Tenbury Town Council and keep from airing personal and/or political views.

## **2.0 GUIDANCE**

- 2.1. A nominated Town Council representative on an outside body represents the Council in a corporate, not personal, capacity. They must act in accordance with Council policy. Where a Member is 'double hatted', the Member must ensure it is recorded in the organisations minutes in what capacity/role they have spoken.
- 2.2. A nominated Town Council representative should seek advice from the Town Clerk in the event of being unsure on any Council policy prior to advising an outside body.
- 2.3. Representatives on outside bodies can aid outside bodies to access the expertise and knowledge of the Council and links with other public sector organisations, such as the District Council, County Council and the police.
- 2.4. A Town 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 the Council in writing for consideration as an agenda item.
- 2.5. Administrative support by Council staff is not available to outside bodies or to Town Council representatives on outside bodies unless authorised by Council.
- 2.6. Representatives should update Council regularly about the outside bodies on which they have been nominated to serve. Minutes of meetings and relevant documents provided at meetings of outside bodies should be shared with the Town Clerk who will arrange to make them available to all Councillors.
- 2.7. Representatives should attend as many meetings of an outside body as they are reasonably able. It is the representative's responsibility to send apologies if they are unable to attend a meeting. They should also notify the Town Clerk when they are unable to attend meetings.
- 2.8. The Town Council expects its representatives to be kept informed of all meetings of outside bodies in a timely fashion and expects that all paperwork will be shared with them.

- 2.9. 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.
- 2.10. All outside groups are free to inform the Council at any time that Council representatives are no longer required, if their constitution so allows