



REPORT TITLE: Roles and Responsibilities of County Councillors on appointments to Outside Bodies

Meeting:	Constitution Committee
Date:	12 June 2023
Purpose of Report	To propose an annual reporting mechanism by those Members appointed to Outside Bodies by the full Council and to provide guidance to Members about the different governance structures which apply to those organisations.
Recommendations	To consider: <ol style="list-style-type: none">1. Whether to introduce an annual reporting mechanism to the Council meeting on the work of Outside Bodies by those members appointed to such organisations.2. For members to be provided with a guidance note on the roles and responsibilities of their membership of Outside Bodies.
Resource Implications	There are no specific resource implications regarding the decision.
Background Documents	The link to the annual appointments to outside bodies in 2021 by Council are set out below: Council: 30 June 2021: MEMBER REPRESENTATION ON OUTSIDE BODIES (gloucestershire.gov.uk)
Equality Impact Assessment	Has an Equality Impact Assessment been completed: No. There are no specific equality considerations for this proposal.
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Introduction

1. The Council appoints elected members to represent it on a range of Outside Bodies at a national and local level. An 'Outside Body' is an organisation which has a separate governance structure to that of the Council. Such appointments ensure that the Council's and residents' interests are represented within key agencies. The council also recognises the value outside organisations make to the wider community and contribute to achieving the Council's corporate policies. Appendix 1 provides details of the up-to-date appointments by the Council to outside bodies as at 1 April 2023.
2. This report proposes:
 - An annual reporting mechanism to the Council meeting on the work of Outside Bodies by those members appointed to such organisations and
 - Members to be provided with a guidance note on the roles and responsibilities of their membership of Outside Bodies.

Proposed introduction of an Annual Report of the activities of Outside Bodies

3. Members representing the Council on Outside Bodies have a responsibility to report actions, issues and risks to ensure required activity is taken by the Council during the course of the year. Any necessary concerns will then be addressed and any appropriate mitigating action taken. As part of this on-going responsibility, the proposal is for members formally appointed to outside bodies to provide an Annual Report. The purpose of the Annual Report would be to ensure members are able, at least once a year, to reflect and report on their activity highlighting any issues.
4. Members would continue to use existing mechanisms, mainly linked to officers, to feed any actions or issues into the council during the year. The table in Appendix 1 provides details of the link officer within the Council should members need to raise any issues which arise during their membership of a particular Outside Body. If decisions or actions or necessary, those link officers will work with the member concerned to refer the issue to the appropriate officer, member or committee.
5. A draft of the proposed template for the annual report is set out in Appendix 2 for consideration.

Guidance on Outside Bodies Governance Structures

6. It is proposed to provide the guidance note, as set out in Appendix 3, to members appointed to Outside Bodies to provide guidance on the different types of governance structures.

Appendix 1

See attached Appendix 1 for the List of Council Appointments as at 1 April 2023

Appendix 2

Draft Annual Report by Council Representatives on Outside Bodies
For the period 1 April 20[] to 1 April 20[]

Outside Body:	
Councillor(s):	
Date Completed:	
Meetings Attended:	
Description of Outside Body:	
Update on Recent Activities:	
Future Activities:	
Matters of Note or Concern:	

Appendix 3

**Guidance for Members on Appointments to Outside Bodies
(see attached Appendix 3)**