

## **PROTOCOL FOR INVOLVEMENT IN OUTSIDE BODIES**

1. The Council is committed to working with other local authorities, the private, voluntary and community sectors to deliver services in the most effective way. As a result Councillors and officers are often required to act as representatives on outside bodies. This document provides guidance for those acting as representatives.

## **APPOINTMENTS TO OUTSIDE BODIES**

2. The Council's Policy Committee is responsible for deciding which organisations are included on the list of Outside Bodies and each committee will determine which outside bodies it should receive regular updates from.

## **SUPPORT FOR REPRESENTATIVES ON OUTSIDE BODIES**

3. The Council will provide indemnity insurance in appropriate circumstances.

4. The Council will make every effort to maintain a fact sheet on each outside body, stating the purpose of representation, the responsibilities of Council representatives on those bodies, and the insurance position.

5. The Council has produced guidance regarding representatives' specific responsibilities when sitting on different types of bodies, such as limited and local authority companies, statutory bodies and charities. Further support is available from Democratic Services.

## **RESPONSIBILITIES OF COUNTY COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

6. Representatives must ensure they understand the capacity in which they are appointed to the outside body. This is important for two reasons:

a. The terms of appointment could mean that the individual takes on formal responsibilities, such as those of a company director or charitable trustee, and in some cases, personal liability. Representatives need to understand the extent of their role and be satisfied that appropriate indemnity insurance cover is provided either by the Council or the outside body.

b. In some instances the primary purpose is to represent the interests of the County Council, and in some the main duty is to the outside body. This may affect the considerations that are taken into account when contributing to the outside body's decision-making. Also, it is possible that a conflict of interest will arise between the Council and the outside body, for example where there is a disagreement over a funding issue. In the event this happens the representative must be clear in whose interests they are acting. If a conflict does arise the representative must seek advice from the Council's Monitoring Officer.

7. Representatives must follow the Council's Code of Conduct for Councillors and Coopted

Members or the Code of Conduct for Officers when they are acting in that capacity, including where they are representing the Council on an outside body.

They must also ensure they follow any separate code of conduct that applies to the outside body. In the unlikely event there is a conflict they must seek advice from the Council's Monitoring Officer.

8. Representatives should always consider their duty of confidentiality to the Council, and where appropriate, to the outside body.

9. Representatives must report back to the relevant County Council committee as required.

10. It is good practice to check when first appointed whether expenses for travel and/or subsistence should be claimed from the County Council or the outside body.