

PROTOCOL FOR MAKING MEMBER APPOINTMENTS TO OUTSIDE BODIES

1. This Protocol is intended to be followed by the Council or its Committees when making appointments to Outside Bodies.
2. The Council's representation on each Outside Body, to which it has decided to make an appointment, will fall into one of three categories as set out below:
 - (i) Those Outside Bodies where the Council should be represented by a Lead Member* in order to demonstrate to the body concerned, as well as to the public, the significance which the Council attaches to being able to influence that body in accordance with the Council Plan. (Where it is not possible for the Lead Member* to attend personally, for example where it would result in a disproportionate workload, the work would be shared between the Portfolio Lead and Support Members). The Lead Member*, when reporting to Council, would include detail of the work of the relevant Outside Body. In all cases, there would be dedicated Officer support to ensure that the Council's objectives are achieved.
 - (ii) Those Outside Bodies where the Council should appoint a Member who has to attend mainly to share knowledge and information and to foster good relationships between the Council and those Outside Bodies. The reporting mechanism for these Members will be through the Member Update Sheet.
 - (iii) Those Outside Bodies which are primarily of interest to a specific area of the Borough and where attendance is most appropriately carried out by Members elected to the local area concerned. The reporting mechanism for these would be the Member Update Sheet.
3. When considering any request for the authority to be represented on an Outside Body, the Council, or relevant Committee, where agreeing to make such representation, shall indicate the appropriate category with regard to 2. above and the name of the Member who will serve on that Body.
4. A composite list of all Outside Bodies to which the Council or a Committee has agreed to appoint representatives, together with the name of current appointee(s), will be held by Democratic Services.
5. The appointments to Outside Bodies will be reviewed annually unless otherwise specified.

* The term 'Lead Member' includes both the Leader of the Council and other Lead Members.

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