



## Seaford Town Council

### Council Representation on Outside Bodies

#### 1. Introduction

Seaford Town Council has Council Representatives on a variety of outside bodies within the local area. Representation may be for a number of reasons such as;

- ∂ The work of the outside body or group directly affecting Council business, services, land or property;
- ∂ The body or group specifically requesting a Council representative;
- ∂ It being considered key that the Council is aware of the work the body or group is undertaking due to its impact on the town, its residents or visitors;
- ∂ The body or group being an opportunity to liaise with other external companies or authorities in the interest of the town, its residents or visitors;
- ∂ The Council having a financial interest or commitment with the body or group and/or its function.

The outside bodies generally fall in to one of the following categories;

- ∂ A local voluntary community group or organisation;
- ∂ A local charity;
- ∂ A larger association that has an impact on the business of the Council or town;
- ∂ A liaison meeting with other companies or local authorities;
- ∂ A management committee/society managing either Council owned land or properties, or that the Council is in some way financially connected with.

#### 2. The Role of the Council Representative

A Council representative represents the Council as a whole, rather than acting in personal capacity. This means that the representative must always act in accordance with Council policies and procedures, the member's Code of Conduct and bear in mind the limitations of the Council as a corporate body.

The representative allows its outside body to gain access to the expertise and knowledge of the Council and also ensure that the Council is kept up to date with the actions and future plans of the body. The aim is that all interested parties are working together and communicating effectively for the benefit of Seaford, its residents and visitors.

The representative should attend as many meetings of an outside body as they are reasonably able and send apologies if they are not able to attend. They may ask another Councillor to substitute for them if the outside body is willing.

Council representatives will be appointed at each Annual Meeting of the Council, usually held early to mid-May.

#### 3. Limitations

It is vital that the representative and the body itself understand the limitations of the Council representative.

A Council representative cannot commit Council resources or support, whether financial or 'in kind', to an outside body. If anything of this nature is requested it should be brought back to the Council, through the Town Clerk, for consideration.

Administrative support by Council staff is not available to outside bodies nor to Council representatives on outside bodies. Council representatives are responsible for carrying out the administration to support their own role.

An exception to the above is at liaison or management committee meetings where Council Officers may be present, as it has been deemed in the Council's best interest to have an Officer directly involved.

#### **4. Reporting**

In order for both the outside body and Council to benefit from the representation it is important that regular updates are reported back to the Council by the representative.

The four methods considered most effective for reporting back are;

∂ Minutes of meetings;

Any minutes of meetings received by a representative should be sent to Council Officers for forwarding on to all councillors. This is a very effective and efficient way of keeping the Council updated and also allows other members to pose any questions to the representative that they may have. Minutes of the outside body's meeting will only be shared where the body is in agreement with this.

∂ Update reports to a Full Council or Committee meeting;

If the representative feels there is a matter that needs to be considered by Full Council or a Committee then in the first instance the Town Clerk should be approached. If it is deemed necessary that a report is made to Council or one of its Committees then Council Officers will liaise with the representative to arrange this.

∂ Email Updates;

Representatives may forward Council Officers any email updates with a request for this to be circulated to all councillors. This is a quick and easy way to feedback current information from an outside body, requiring minimal officer input.

∂ Annual Reports;

Regardless of the number of reports or updates made during the course of the municipal year, representatives will be required to submit an end of year report as part of the agenda for the Council's Annual Meeting. There is a standard form for this report, available from the Council offices, and as much information as possible should be shared.

It is urged that representatives ensure they are regularly feeding back information that is relevant to the Council, Seaford, its residents and/or visitors.

#### **4. Change of Representation**

An outside body is free to reject a specific Council representative on the understanding that the 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.

An outside body is free to inform the Council at any time that Council representatives are no longer required, if its constitution so allows.

A representative wishing to stand down from their role should first inform the outside body itself and then the Town Clerk, in writing. A report will then be taken to the next available Full Council meeting to appoint a replacement. Where possible, the Clerk will invite other councillors to substitute on this body until a representative can be formally appointed by the Council.

Adopted: September 2015 (Reviewed March 2018)

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