

## BRECKLAND DISTRICT COUNCIL

**Report of:** Maxine O' Mahony, Executive Director– Strategy & Governance and Monitoring Officer

**To:** Full Council (Annual Meeting) – 17 May 2018

**Author:** Julie Britton, Democratic Services Officer

**Subject:** Appointment of Councillors to Outside Bodies 2018-19

**Purpose:** To make appointments to Outside Bodies

### Recommendation(s)

1. To make appointments to Outside Bodies in accordance with the nominations set out in Appendix A of the report.

### 1.0 BACKGROUND

- 1.1 The Council currently appoints representatives to over 30 organisations. Appointments are made to these outside bodies for various reasons, for instance following an invitation by the outside body or to enable the authority to be represented on national forums and groups.
- 1.2 The Council's Constitution, which sets out how the Council operates, provides that appointments to outside bodies will be made at the annual meeting of the Council. Appointments may also be made by a committee or an officer with delegated power to make the appointment, or by the Cabinet if the appointment relates to an executive function. Should an appointment need to be made or altered during the municipal year, this can be done at an ordinary meeting of Full Council.
- 1.3 All Outside Bodies have been contacted and asked to provide information on any changes to their organisation. We have also asked for additional information in respect of the aims and objectives of the body, along with confirmation as to whether the body has insurance for professional indemnity, public liability and employer liability, and whether this insurance would protect our appointees. Detailed information of each Outside Body is shown in Appendix B.
- 1.4 Members appointed should be able to attend meetings regularly.

### 2.0 INSURANCE

- 2.1 Details are held on public and employers' liability insurance for each organisation, members are asked to note the following:
  - Where the Council's representative is an adviser or observer only, the role does not include a decision making function so any risk is minimal;
  - Where the Council's representative serves in an executive capacity it is suggested that the appropriate indemnity insurance should amount to £5,000,000 public liability and £5,000,000 employer's liability, the latter being, in any case, a statutory requirement where the organisation concerned is a company;

- Where the outside organisation is controlled or influenced by one or more local authorities, the individuals serving on the body could look to the authority(ies) for indemnity.

2.2 The law does however now allow the Council to insure its members on outside bodies and our corporate insurance does include suitable provisions.

### 3.0 **OPTIONS**

3.1 That appointments are made to all outside bodies set out in Appendix A with new appointments where necessary;

3.2 That Council do not appoint to any outside bodies;

3.3 That Council appoint only to certain outside bodies.

### 4.0 **REASONS FOR RECOMMENDATION(S)**

4.1 To ensure Breckland Council has representation on outside bodies, which are deemed appropriate for appointment.

### 5.0 **EXPECTED BENEFITS**

5.1 The expected benefits of appointments are that they ensure the Council has representation and therefore a voice on appropriate outside bodies throughout the District. Councillors appointed also have the opportunity to update full Council meetings on the work of each outside body.

### 6.0 **IMPLICATIONS**

In preparing this report, the report author has considered the likely implications of the decision - particularly in terms of Carbon Footprint / Environmental Issues; Constitutional & Legal; Contracts; Corporate Priorities; Crime & Disorder; Equality & Diversity/Human Rights; Financial; Health & Wellbeing; Reputation; Risk Management; Safeguarding; Staffing; Stakeholders/Consultation/Timescales; Transformation Programme; Other. Where the report author considers that there may be implications under one or more of these headings, these are identified below.

#### 6.1 **Carbon Footprint / Environmental Issues**

6.1.1 Councillors are expected to travel to meetings of outside bodies, which can have an impact on the individual's carbon footprint. There may be an expectation that Councillors print copies of paperwork for meetings.

#### 6.2 **Constitution & Legal**

6.2.1 Full Council has the authority to appoint, nominate or remove representatives to outside bodies. The Cabinet may also make appointments.

#### 6.3 **Corporate Priorities**

6.3.1 Having representatives appointed to outside bodies ensures that the District is well represented at each organisation. Councillors can, where appropriate, ensure that Breckland's priorities are voiced, (the priorities are detailed within the Corporate Plan)

and help to achieve common goals.

#### 6.4 **Financial**

6.4.1 Travel and subsistence allowances are payable in respect of attendance at meetings of all outside bodies and budget provision has been made for this. Details are set out in the Scheme of Payments of Members' Allowances, at Part 6 of the Council's Constitution.

#### 6.5 **Health & Wellbeing**

6.5.1 A number of the outside bodies to which appointments are made have a direct impact on the health or wellbeing of individuals.

#### 6.6 **Stakeholders / Consultation / Timescales**

6.6.1 All outside bodies listed within the Schedule at Appendix A are stakeholders.

#### 6.7 **Other**

6.7.1 Councillors will be aware that the Council makes provision for Councillors who represent the Authority to report to Overview and Scrutiny on an outside body. Councillors who are appointed are encouraged to submit reports on matters which have an impact on the Council or the Council's stewardship of the district. It is not expected that representatives will report on all matters discussed at meetings of outside bodies.

6.7.2 It should be noted, however, that councillors must not disclose information which is confidential to the outside body, unless prior consent has been given. If unsure, councillors are asked to check with the outside body before submitting a report to Overview and Scrutiny.

#### 7.0 **WARDS/COMMUNITIES AFFECTED**

7.1 Appointments may have an effect on Breckland as a whole district; however, it is not considered that the appointment itself would have a significant effect on the District, other than to ensure representation of the authority.

#### 8.0 **ACRONYMS**

8.1 None

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#### **Lead Contact Officer**

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**Key Decision:** No

**Exempt Decision:** No

**This report refers to a Discretionary Service**

#### **Appendices attached to this report:**

Appendix A Outside Body - Councillor Appointments 2018-19 (current)  
Appendix B Detailed Outside Body Information