

Brentwood Borough Council

Review of Appointment of Representatives on Outside Organisations

Report of the Members Working Group

September 2016

Introduction

1. This report presents the findings of the Members Working Group on the appointments of Representatives on Outside Organisations and our recommendations for the process for 2017/18.

Background

2. At its meeting on the 13th June 2016 the Audit & Scrutiny Committee agreed that a Member Working Group be formed to review the arrangements for members appointed to be representatives on outside organisations, Min 43 refers.

The Members Working Group

3. The Members Working Group comprises of Cllrs Aspinell, Bridge, Keeble, Mrs Murphy and Wiles.

Existing Process

- 4.1 Under the Council's Constitution the Annual Council is required to appoint representatives to outside bodies and consultation groups unless the appointment has been delegated by the Council.
- 4.2 Following appointment as representatives members are required to attend meetings of the outside bodies until possible appointment in the following year. (Unless appointed to an outside body for the duration of their elected period, i.e. 4 years).
- 4.3 As an example of the current process, set out in the table below are the steps and timing for 2016.

Steps	Activity	Timing
1	Borough Elections held	5th May
2	Nomination papers sent to Group Leaders for Representatives on Outside Bodies	9th May
3	Responses provided by Group Leaders	13th May
4	Annual Council papers circulated	16th May
5	Annual Council held and voting held if necessary	18th May
6	Representatives and bodies written to advising of nominations agreed by Annual Council	31st May

4.4 The Member Working Group identified the benefits and non-benefits of the current process.

Benefits	Non-Benefits
Matter dealt with quickly	Lack of time to discuss with members and to consider nominations for Group Leaders possibly leading to not appropriate members being nominated
Nominated Members in place ready for outside organisation meetings	Lack of time to discuss nominations between Group Leaders
	Greater possibility for errors to occur in process/paperwork
	Need to vote at Annual Council on those in dispute

Proposed Process

5.1 Following discussions and considerations of the current process the following was agreed based on the 2016 timetable.

Steps	Activity	Timing
1	Borough Elections held	5th May
2	Nomination papers sent to Group Leaders for Representatives on Outside Bodies	9th May
3	Responses provided by Group Leaders to Democratic Services	27th May

4	Democratic Services circulate proposed nominations to all Group Leaders	31 st May
4	Informal discussions held between Group Leaders to discuss any disputes	Week beginning 6 th June
5	Any changes to nominations made to Democratic Services	10 th June
6	Ordinary Council papers circulated	14 th June
7	Ordinary Council held and voting held if necessary	29 th June
8	Representatives and bodies written to advising of nominations agreed by Ordinary Council	4 th July

Benefits	Non-Benefits
Greater time for Group Leaders to nominate and discuss with Members	Members not in place for any meetings outside organisations taking place in May/June (Reps from previous year would attend if still Members?)
Greater time for Group Leaders to discuss disputed nominations	Longer process
Less chance of errors to occur in process/paperwork	Voting takes place at Ordinary Council

- *This would require an amendment to the Council's Constitution.*
- *The process would be reported on an exception basis in that a member would be appointed as an outside representative until the following occurred*
 - *No longer a councillor*
 - *No longer wished to be an outside representative*
 - *The relevant Group Leader advised Officers the councillor no longer wished to be an outside representative*
 - *The relevant Group Leader advised they wished to change the representative*

Recommendations

6. After careful consideration of all the information provided the Member Working Group recommend the following:

- **That the Audit & Scrutiny Committee recommends to the Council's Constitution Working Group (CWG) that the Constitution is amended so that appointment of outside representatives is undertaken by Ordinary Council in June each year.**
- **The CWG recommends the above constitutional change to Ordinary Council.**
- **That the proposed agreed process for appointing outside representatives as set out in Appendix A is followed.**
- **That a review of the effectiveness of outside bodies is undertaken on a bi-yearly basis.**