



CYNGOR SIR *POWYS* COUNTY COUNCIL

Members

APPOINTMENTS TO OUTSIDE BODIES: SPECIFIC INFORMATION RELATING TO POWYS COUNTY COUNCIL

Status	Version
Policy Author	Democratic Services Committee
Date of Issue	
Agreed by	
Date of Previous Issue	
Review Date	

1. Introduction

In addition to your involvement in the Council, you may also be formally appointed by the Council as its representative on a variety of organisations [see 2 below]. Such organisations include statutory authorities, charities, partnerships, community organisations and Local Education Authority [LEA] school governors. Service on such outside bodies is an established part of a Member's role. You will be able to use your knowledge and skills as a Councillor to assist the organisation.

In addition to the above, you may be invited to become a member of a local organisation in your ward because you are the local Councillor [see 5 below].

This document provides information specific to Powys County Council and is supported by further information produced by the Welsh Local Government Association [WLGA] – available via the following links in the Members Library:

- Leaflet for Members Appointments to Outside Bodies: The Councillor's Role - [WLGA leaflet-for-members-appointments-to-outside-bodies-the-councillors-role\[1\].pdf](#)
- Members' Toolkit - Appointments to Outside Bodies: The Councillors' Roles - General Guidance & Potential Pitfalls and Conflicts - [WLGA members-toolkit\[1\].pdf](#)

2. Appointment

The Council and Executive [and the Shire Committees up to April 2018] have the role of agreeing appointments of Members to a range of organisations. These formal appointments are made at the Council's Annual General Meetings [AGMs], after an election or at other meetings as required. You should discuss the reason for your appointment with the relevant officer in the Council and with the outside body.

Some appointments to organisations will require you to become a trustee or director. In such cases, you will have a specific role in this organisation and you should ensure that you understand your role. Information for trustees and directors is given in the WLGA document referred to in 1. above - Members' Toolkit - Appointments to Outside Bodies: The Councillors' Roles - General Guidance & Potential Pitfalls and Conflicts.

When you have been appointed you will need to ensure details of your appointment are included on your Register of Interests shown on your webpage on the Council's website. Throughout your term of office as a Councillor, you should ensure that this record is kept up to date.

The organisation to which you are appointed may undertake a CRB check after your formal appointment.

Where vacancies occur in organisations, where the appointments were previously made by the Shire Committee, Democratic Services will send an email to the Members in the relevant areas advising them of the vacancy and asking

for any nominations and if more than one nomination is received, a ballot will take place.

3. Reporting back

The Council has agreed that where Members are formally appointed to represent the Council they should report on the work of the organisation to the appointing Committee i.e. Council, Executive or for appointments previously made by the Shires to Members via the Members Bulletin. The Member feedback form [Appendix 1] can be used [Note: there is no requirement for LEA school governors to report back to Council].

In addition:

- Reports in respect of statutory organisations including Mid and West Wales Fire & Rescue Authority, Dyfed Powys Police and Crime Panel and Brecon Beacons National Park Authority be provided once a year to a Council meeting prior to the Council's Annual meeting [NOTE this would not be to a Council meeting considering the budget],
- Reports in respect of other organisations and charities be made on an annual basis and that these be included in the Members bulletin and
- That a joint report should be produced where more than one Member is appointed to an organisation.

Where reports are to be made to the Council or the Executive a schedule of dates will be produced so that the individual member know when reports are to be added to the Agendas.

When making either written or verbal reports you should also ensure that these do not breach the organisation's or the Members' Code of Conduct or confidentiality rules.

As part of the reporting back process the Council can review representation if for example you are not considered to be undertaking your role appropriately or if it considers that representation is no longer required.

4. Allowances, insurances and indemnities

The Council has authorised attendance at meetings of outside bodies, where a formal appointment has been made, as an approved duty for members. Where you undertake such duties, you can claim travelling and/or subsistence allowances. However, some organisations may pay allowances in accordance with their own rules. If this is the case, you must not claim any from the Council.

Some organisations will have insurances/indemnities, which will cover the actions of its membership. If these are not available, the Council's indemnity will cover you when you are acting on behalf of the Council.

5. Membership of organisations in your ward as a result of being a councillor

There will be many organisations in your ward in which previous Councillors have had an interest and in some cases participated in their committees. In such

circumstances, it is for you as a new Councillor to decide whether and how you relate to such organisations. If you participate in any committees, you will do so as the ward councillor, as no formal appointment has been made by the Council. You should not purport to act as the Council's representative on an outside body unless a formal appointment by the Council has been made.

Councillors participating in organisations in this way however, must still comply with the Code of Conduct of that organisation, if it has one or comply with the Members' Code of Conduct. There is no requirement to report back to Council on the activity of such organisations.

POWYS COUNTY COUNCIL

REPORT ON APPOINTMENT TO OUTSIDE ORGANISATION

Name of Member	
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Name of Outside Body	
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Appointment made by – delete as applicable	Council/ Cabinet/ previous Shires
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Date[s] and time[s] of meeting[s]	
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Venue of meeting[s]	
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Nature of Representation (tick all that apply)

PCC representative or substitute	
Director/Trustee or other role	

Main issues considered at the meeting[s]:

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At the meeting[s], were there any implications for the Council in terms of:

Services provided by the Council	YES / NO
Funding/grants	YES / NO
County Council policies (please state policy areas)	YES / NO
Other	YES / NO

If Yes please give details

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Dates of future meetings:

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Please return this form to Democratic Services as soon as possible after the meeting.

Please note:

The information provided in this form will be made available to other Members via a report to Council or Cabinet or via the Members Bulletin.