

PROTOCOL FOR MEMBERS ON OUTSIDE BODES

1. OVERVIEW

There are a number of organisations which are independent from Welwyn Hatfield Borough Council (WHBC) but have connections to the communities and the Council's services area.

The Council may appointment members to represent the Council on these organisations as part of councillors roles to create community links.

An outside body is a corporate or unincorporated body which is not part of WHBC's own governance structure but whose work supports the county council's own responsibilities and priorities and/or improves the lives of its residents.

This protocol only relates to appointments made by WHBC.

2. APPOINTMENT TO OUTSIDE BODIES

Appointments are made at Annual Council, and the first Cabinet meeting following Annual Council.

Following these meetings, the Governance Team will notify each of the outside bodies of the contact information for the councillor appointed to them. After that, contact will be directly between the councillor and the organisation.

3. THE ROLE OF MEMBERS APPOINTED TO OUTSIDE BODIES

The capacity in which members serve on outside bodies will depend on the organisation's legal status, whether the appointment is to the main body or to a committee or sub-committee, and whether the member is acting as a voting or non-voting member.

The outside body has approached the council for a nomination; it is not a personal appointment, and the councillor is expected to represent the views and position of the council on the body, rather than personal or political views. However, councillors must take into account any requirements on them due to the nature of the organisation they are appointed to.

Councillors should also not commit the Council to any expenditure

Councillors can be appointed to an outside body in the following roles:

- A board, executive or management committee member (voting);
- A committee or sub-committee members (voting);
- An ordinary member (voting only at the AGM);
- A company director (voting);
- A charity trustee (voting)
- An observer (non-voting);

- A member of a discussion or liaison forum (voting does not apply);
- Community Champion
- **School Governors**

The capacity in which members appointed to outside bodies serve will depend on the organisation's responsibilities and priorities, and therefore this will determine members' exact responsibilities related to their appointment.

4. MEMBERS RESPONSIBILITIES

Members appointed to an outside body must serve in line with the governing documents of that outside body, such as their Constitution.

The Council's Code of Conduct as set out in the Constitution still applies to members when acting in their role on an outside body and on all occasions should act in line with the [seven principles of public life](#).

Members are expected to report back annually to Governance Services on the work of the outside body and how it supports the Council using the form at the end of this document. When doing so, members should maintain the confidentiality of information shared with them by the body.

The reporting forms will be shared with Group Leaders.

Outside Bodies Member Reporting form

Outside Body name	
Member's name	
Role	
Role profile	
Scheduled meetings	
Meetings attended	
Issues raised affecting WHBC E.g. challenges that affect borough residents, issues that should be considered by Council, issues raised or relating to committee actions	
How were these issues communicated to the Council and its officers? E.g. committees/panels, the Chief Executive, directors, service teams, etc...	
Is there any way you believe that the Council can work better with this outside body?	