

APPOINTMENT OF MEMBERS TO OUTSIDE BODIES

Summary: This report requires Members to make nominations and appointments to the Council's schedule of approved Outside Bodies for the 2021/22 civic year.

- Recommendations:
- 1. That the Outside Bodies list be amended in accordance with section 2, 3 and 4 of the report**
 - 2. That the Council appoints Members to the schedule of approved Outside Bodies for the 2021/22 civic year (Appendix A - to follow)**
 - 3. That Council approves the appointment recommended by the Overview & Scrutiny Committee to the Norfolk Health Overview & Scrutiny Committee (NHOSC) (Appendix C – to follow)**
 - 4. That Council receives the appointments made by the Executive to those outside bodies that fall to the Executive to appoint (Appendix B – to follow)**
 - 5. That a review of the Council's representation on outside bodies be undertaken later in the year, by Overview & Scrutiny Committee and Constitution Working Party.**

Cabinet member(s): All
Wards affected All
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1. Introduction

To evaluate the status of the bodies on the list, Democratic Services sends an annual questionnaire to Members asking for their input on the following points:

- a) Confirmation that they were invited to meetings.
- b) The number of meetings convened and the number attended.
- c) The value contributed by the organisation to the quality of life in North Norfolk and to the Council's priorities.
- d) The best method for reporting on the work of the organisation.
- e) The reason for representing the Council on the organisation, that is, specific interest/knowledge or relevance to Ward.

A separate questionnaire is sent to the outside bodies requesting information on contact details, the role of the appointed representative, terms of reference and expected number of meetings.

All of the above information is collated and analysed and an assessment is made as to whether appointments should continue or whether a body should be removed from the list (Appendix D - electronic only)

2. Evaluation of results

A good response has been received. Due to the pandemic, however, outside bodies have not been operating in the same way; some have been paused and some have held their meetings remotely. It is, therefore, proposed that a more thorough review be undertaken later this year to ensure that both the Council and the Body gains value from the appointment and that where the Council provides grant funding, this is reflected in the terms of reference and the status of the appointment.

The last full review of outside bodies was undertaken in 2012. Since then, several bodies have been added to the list and it is good practice to undertake a review every few years to ensure that all of the bodies that the Council appoints representatives to are relevant, engage well with the authority and have clear terms of reference that justify a formal appointment. As members can claim travel expenses for attending meetings of outside bodies, there is a financial implication of increasing or decreasing the number of appointments that are made.

The majority of Members considered that reporting on the work of outside bodies should be through the Member's Annual Reports when up and running; they could also be reported to Full Council or in the Members' Bulletin as appropriate. Democratic Services will actively encourage Members to report back on the meetings they have attended during 2021/22.

3. Additions to the list

Representation on the following organisation has been approved in 2020 – 2021:

- Broadlands Future Initiative Elected Members' Forum

4. Bodies under review / change of status

The following organisation is currently under review. It is recommended that an appointment(s) is made whilst Democratic Services awaits confirmation of their status:

- Citizens Advice Bureau Stakeholder Forum

5. Clarification

Democratic Services will continue to undertake work to clarify the following:

- The remit of each outside body
- The role of the appointed representative(s)
- Whether a Portfolio Holder appointment is required

- Whether District Council funding is provided to the Outside Body