

## **The Role of Deal Town Council Representatives on Outside Bodies**

- A Town Council representative on an outside body is exactly that: he/she represents the Council as a body rather than acting in a personal capacity. This means that a Town Council representative must always act in accordance with Council policies and bear in mind the limitations of the Council as a corporate body, as well as the opportunities which Council involvement can offer to any outside group. Town Council representatives on outside bodies allow those bodies to tap into the expertise and knowledge of the Council and councillors' links with other public sector organisations, such as the County and District councils and the Police.
- Under the Council's Constitution, appointments to outside bodies will be made by the Full Council.
- Following council decision, the Town Clerk will write to the organisations and advise them of Deal Town council's representative. The Councillor will not attend any of the organisation's meetings until the organisation has confirmed they are happy for the councillor to be involved.
- A Town Council representative should not commit Council resources or support, whether financial or 'in kind', to an outside body but should bring all such requests back to Council in writing for consideration.
- Administrative support by Council staff is not available to outside bodies nor to Town Council representatives on outside bodies. Town Council representatives are responsible for carrying out the administration to support their own role.
- Town Council representatives should update Council regularly about the outside bodies they are involved in. Ideally this should be done by providing quarterly reports to Council meetings. Minutes of outside bodies' meetings should be shared with all Councillors and the Town Clerk.
- Town Council representatives should attend as many meetings of an outside body as they are reasonably able and send apologies if they are not able to attend a meeting.
- The Council expects its representatives to be kept informed of all meetings of outside bodies in a timely fashion and also expects that all paperwork will be shared with them.
- Any outside body is free to reject a specific Council representative on the understanding that his/her replacement will be nominated by Council, not by the outside body. Repeated non-attendance at meetings without good reason offers valid grounds to reject a specific Council representative.
- All outside groups are free to inform the Council at any time that Council representatives are no longer required, if their constitution so allows.
- **General Advice to Representatives on Outside Bodies:**
  - Ensure that you know the legal status of the organisation - read their constitution.
  - Make any general declarations of interest at the first board meeting;
  - Act with integrity;
  - Discuss any new activities with relevant officers (you may need to provide them with copy papers).

- Ask questions and make reasonable enquiries;
- Observe duties of confidentiality (in both directions);
- Carefully consider any conflicts of interest, declare interests, and if appropriate, leave the room for consideration of the business;
- Do not vote on any matters unless the council had requested you vote on their behalf.
- Take advice from the Monitoring Officer, and the town clerk as appropriate.

Reviewed and agreed: F/C 19.04.22