

From: Tristan Godfrey, Senior Governance Manager

To: Selection and Member Services Committee, 30 November 2023

Subject: Outside Bodies: Protocol.

Status: Unrestricted

1. Introduction

- a. As per its terms of reference, this Committee is responsible for making nominations / appointments to a specific set of outside bodies. These are made on behalf of the Council and exclude those relating to Executive functions.
- b. As reported previously to the Committee, a review of this function has been undertaken by Officers. At the meeting of 19 October 2023, the Committee agreed a revised list of outside bodies to which it makes appointments. This brought the information up to date and removed those outside bodies where appointments were no longer needed.
- c. To better support this Committee in its role in relation to outside bodies, the Committee also agreed to request that Officers work on a draft protocol for discussion / agreement at a future meeting. This is set out in the Appendix and discussed further below.

2. Outside Bodies Protocol

- a. The term 'outside bodies' refers to a diverse range of organisations. The nature of the roles to which nominations and appointments are made is also varied. Each one comes with different roles, responsibilities and, potentially, liabilities. While acknowledging this variety, the protocol is intended to provide a framework around the activities of the Committee in this area. It is also intended to be a useful reference document for individuals nominated and/or appointed.
- b. The protocol sets out guidance on the following:
 - The reasons why an organisation may be on the outside bodies list.
 - How this Committee will go about updating and reviewing the list.
 - Principles underlying nominations and appointments.
 - Information of the different kinds of roles and responsibilities an appointee may be asked to undertake.
 - Information on indemnity.
 - Information on conflicts of interest.
- c. This Committee would be responsible for reviewing the protocol from time to time to ensure it remains fit for purpose.

3. Recommendation

The Selection and Member Services Committee is asked to:

- a. approve the outside bodies protocol; and
- b. agree that this Committee's activity in connection to its power of appointment to outside bodies will be undertaken in line with the protocol.

4. Background Documents

None.

5. Report Authors and Relevant Director

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