

## Outside Bodies Task and Finish Group

### Proposed Terms of Reference

<b>Name of Task and Finish Group</b>	Outside Bodies Task and Finish Group
<b>Purpose of the Group</b>	The purpose of this Group is to review all outside bodies on which members sit, and to look at improving the method for reporting back on Outside Bodies to ensure that they all are adding value to Southend-on-Sea City Council.
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To identify which appointments, continue to be beneficial.</li> <li>• To identify which appointments may no longer be required, for example if the Outside Body is now defunct and no longer functioning.</li> <li>• To identify any Outside Bodies which may need a different number of representatives.</li> <li>• To identify any new bodies which may benefit from Member representation.</li> <li>• To improve contact and relationships with Outside Bodies to and strengthen internal processes, for example how Outside Bodies will be notified when new appointments are made.</li> <li>• To deepen understanding of the work of each Outside Body and the capacity in which they would like Members appointed, for example a decision-making capacity (member of management committee, board of directors, committee of trustee) or in an 'observer' capacity undertaking a monitoring role.</li> <li>• To investigate ways by which all appointed Members can provide regular feedback to the Council on the work of their Outside Bodies.</li> </ul>
<b>Reporting to:</b>	<p>Policy and Resources Overview and Scrutiny Committee (as this Task and Finish Group falls within its Terms of Reference as set out in Part 3 Schedule 2 of the Council's Constitution), however it is proposed that this Group will be cross-scrutiny Committee comprising of Members from People and Place Scrutiny.</p> <p>It is proposed that a final report and recommendations will be referred to each of the three scrutiny Committees before being presented to Full Council for approval.</p>
<b>Communicates with:</b>	<p>Elected Members</p> <p>Each listed Outside Body (current 58 Outside Bodies).</p>
<b>Commissioned by:</b>	Policy and Resources, People and Place Overview and Scrutiny Committees (subject to approval at the respective meetings on 10 <sup>th</sup> , 11 <sup>th</sup> and 12 <sup>th</sup> July 2023).
<b>Group Membership:</b>	By convention, political proportionality applies to working parties/groups and in accordance with this principle, it is proposed that a working group of 10 councillors is established in the proportion 4 Conservative, 3 Labour, 1 liberal Democrat, 1 Independent and 1 Residents First with appointments being made to ensure some representation

	from each of the scrutiny committees. It is suggested that the Group Leaders submit their nomination(s) to the Executive Director (Finance and Resources) in line with the proportionality allocations.
<b>Quorum:</b>	3
<b>Key Timescales and Duration</b>	If agreed any changes will take place ahead of Annual Council in May 2024 where new appointments will be made accordingly.
<b>Scope of work</b>	The following are out of the scope of this proposed review: <ul style="list-style-type: none"> <li>• The appointments process for Outside Bodies (as this is dealt with by Group Leaders at Appointments Council).</li> <li>• The suitability of those Members who have been appointed to represent the Council on the list of the Outside Bodies. (This is for determination by Group Leaders and in consultation with Members themselves).</li> </ul>
<b>Expected Benefits</b>	<ul style="list-style-type: none"> <li>• Strengthen partnership working.</li> <li>• Adding value to the work of Southend City Council</li> <li>• Reduce the number of unnecessary appointments of Members to defunct Outside Bodies.</li> <li>• Save Member time, ensuring resources are better placed for greater impact.</li> <li>• To gain a greater understanding about the role and work of Outside Bodies.</li> </ul>
<b>Key Stakeholders and Engagement Process</b>	Elected Members (both currently appointed to an Outside Body for 2023/24 and those appointed in 2022/23). Outside Bodies
<b>Outcomes</b>	To keep representation on Outside Bodies up-to-date and improve reporting mechanisms from Outside Bodies to the Council.
<b>Officer Lead</b>	Stephanie Cox
<b>Job Role</b>	Principal Democratic Services Officer & Statutory Scrutiny Officer
<b>Date</b>	June 2023