

Appointment to Outside Body Information Sheet

What Happens Next

On appointment to an outside body, the Democratic Services team will contact that outside body to update them of your appointment and pass on your contact details

Stephanie Cox, (Principal Democratic Services Officer) will provide assistance if further forms need to be supplied to the outside body for their own governance purposes, or if photographs are required for their own website.

Training and Support

There are a range of roles undertaken by Councillors across outside bodies. If having spoken to a representative from the outside body you are appointed to, and you feel you would like further details, support, guidance or training, please do not hesitate to contact Democratic Services who will look at what provision can be put in place to support you in this role.

Feeding Back

The roles undertaken by Councillors across outside bodies vary and may be relevant to whole Council Membership, fellow Ward Members or Members in a more place-based setting.

Members are asked to consider the most appropriate way to feedback relevant information to other Councillors on the work being undertaken by the outside body they sit on.

Some suggested ways to feedback are set out below:

- Email updates – representatives should forward Democratic Services any email updates from the outside body, for forwarding to all Councillors on a monthly or quarterly update, as appropriate.
- Through Councillors own informal networks
- Member briefings where a wider dissemination of information and knowledge is desirable.
- An 'Annual Feedback' form. Representatives are required to submit an 'end-of-year' report.

Councillors appointed as a representative to an outside body would be expected in future to feedback using a combination of these methods, with a minimum expectation of completing an 'Annual Feedback' form at the end of each municipal year. This would also assist with keeping the appointment list up-to-date as part of an annual 'light-touch' review.