



IVYBRIDGE TOWN COUNCIL

PROTOCOL MEMBER REPRESENTATIVES ON OUTSIDE BODIES

Ivybridge Town Council is frequently asked to nominate a councillor to sit on an outside body, an organisation that seeks support, advice and help of the Town Council but it is not a Town Council committee, function or working party. The outside body has to be agreed by the Town Council.

1. The Role of Ivybridge Town Council Representatives on Outside Bodies

- 1.1 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.
- 1.2 A councillor nominated to serve on an outside body should ensure that details of their appointment onto the outside body are declared on their Register of Interests kept by the Monitoring Officer at South Hams District Council.
- 1.3 When the Council considers issues relating to or affecting the outside body you must declare a personal interest, in accordance with the Councillors Code of Conduct.
- 1.4 Under the Council's Constitution, appointments to outside bodies will be made by the Full Council.
- 1.5 Following Council's decision, the Town Clerk will write to the organisations and advise them of Ivybridge Town Council's representative. The councillor will not attend any of the organisations meetings until the organisation has confirmed they are happy for the councillor to be involved.
- 1.6 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.
- 1.7 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.

- 1.8 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.
- 1.9 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.
- 1.10 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.
- 1.11 A Town Council representative must always observe duties of confidentiality both to the Town Council and outside body. Deliberate leaking or disclosing of confidential information will be a breach of the Councillors Code of Conduct.
- 1.12 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.
- 1.13 All outside groups are free to inform the Council at any time that Council representatives are no longer required, if their constitution so allows.

2. General advice to Representatives on Outside Bodies

- 2.1 Ensure that you know the legal status of the organisation – read their constitution.
- 2.2 Make any general declarations of interest at the first meeting.
- 2.3 Act with integrity.
- 2.4 Discuss any new activities with relevant Officers (you may need to provide them with papers).
- 2.5 Ask questions and make reasonable enquiries.
- 2.6 Observe duties of confidentiality (in both directions).
- 2.7 Carefully consider any conflicts of interest, declare interests, and if appropriate, leave the room for consideration of the business.
- 2.8 Do not vote on any matters unless Council has requested you vote on their behalf.
- 2.9 Take advice from the Monitoring Officer, and the Town Clerk, as appropriate.

3. Policy review

3.1 This Policy/Protocol will be reviewed every two years, or when there are changes to relevant legislation, or as necessary.

4. Alternative formats

4.1 Disability Discrimination Act 1995 and Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. Copies of this document in large print (A3 format) or larger font size, or any tables contained within this document in a screen reader accessible format can be made available on request from the council office or by telephoning 01752 893815 or by emailing the Town Clerk's office townhall@ivybridge.gov.uk

Version	Date	Comment
V1	April 2024	Drafted for council adoption