



MIDDLETON ST. GEORGE PARISH COUNCIL

Council Representatives on Outside Bodies Policy July 2022

This policy corresponds with legislation on Council representatives on Outside Bodies.

1. INTRODUCTION

1.1 Middleton St George Parish Council has representatives on a variety of outside bodies within the local area. Representation may be for a number of reasons such as: -

- a) The work of the outside body or group directly affecting Council business, services, land or property;
- b) The body or group specifically requesting a Council representative;
- c) It being considered key that the Council is aware of the work the body or group is undertaking due to its impact on the village, its residents or visitors;
- d) The body or group being an opportunity to liaise with other external companies or authorities in the interests of the village, its residents or visitors; or
- e) The Council having a financial interest or commitment with the body or group and/or its function.

1.2 The outside bodies generally fall into one of the following categories: -

- a) A local voluntary community group or organisation;
- b) A local charity;
- c) A larger association that has an impact on the business of the Council or village;
- d) A liaison meeting with other companies or local authorities

1.3 Middleton St George Parish Council currently has representatives on the following outside bodies: -

- a) County Durham Association of Local Councils (CDALC)
- b) Darlington Association of Parish Councils (DAPC)
- c) Campaign to Protect Rural England (CPRE) (Durham)
- d) Teesside International Airport Consultative Committee (TIACC)
- e) Friends of Stockton & Darlington Railway
- f) Police and Community Together (PACT)
- g) Northumbria in Bloom/MSG in Bloom

2 THE ROLE OF THE COUNCIL REPRESENTATIVE

2.1 A Council representative represents the Council as a whole, rather than acting in a personal capacity. This means that the representative must always act in accordance with Council policies and procedures, the Member's Code of Conduct and bear in mind the limitations of the Council as a corporate body.

2.2 A nominated Council representative should seek advice from the Clerk in the event of being unsure of any Council policy prior to advising an outside body.

2.3 The representative allows the outside body to gain access to the expertise and knowledge of the Council and also ensures the Council is kept up to date with the actions and future plans of the body. The aim is that all interested parties are working together and communicating effectively for the benefit of the village, its residents and visitors.

2.4 The representative should attend as many meetings of an outside body as they are reasonably able to and send apologies if they are not. They may ask another Councillor to substitute for them in their absence if the outside body is willing.

2.5 Council representatives will be appointed at each Annual Meeting of the Council, held in May

3. REPORTING

3.1. Membership on committees, working parties and outside bodies is agreed at a Parish Council meeting. For every group a Parish Councillor represents they must let the Parish Council know in advance when meetings are to take place and the agenda. This enables the Parish Councillor attending to represent the Parish Council views.

3.2 In order for both the outside body and Council to benefit from the representation, it is important that regular updates are reported back to Council by the representative. Representatives should update Council regularly, at its monthly meetings, about the outside bodies on which they have been nominated to serve. The methods considered most effective for reporting back are: -

- a) Minutes of meetings – any minutes of meetings received by a representative should be sent to the Clerk for forwarding on to all Councillors, unless they are considered confidential;
- b) Updates to Council and/or Committee meetings – if the representative feels there is a matter that needs to be considered by Council or a Committee then a report should be prepared and sent to the Clerk to circulate with the agenda for the appropriate meeting; and
- c) Email updates – representatives should forward the Clerk any email updates from the outside body, for forwarding to all Councillors.

4. CHANGE OF REPRESENTATION

4.1 A council representative wishing to stand down from their role should first inform the outside body itself and then the Clerk. Where possible, the Clerk will invite another Councillor to substitute on the outside body until a representative can be formally appointed by the Council.

4.2 An outside body is free to request an alternate Council representative on the understanding that the replacement will be chosen by the Council, not by the outside body. Repeated non-attendance at meetings without good reason offers valid grounds for an outside body to request an alternate Council representative.

4.3 An outside body is free to inform the Council at any time that Council representation is no longer required if its constitution allows it to do so.

5. LIMITATIONS

5.1 A Council representative cannot commit the Council resources or support, whether financial or 'in kind' to an outside body. If anything of this nature is requested it should be bought back to the Council, through the Clerk, for consideration.

5.2 It is vital that the representative and the body itself understand the limitations of the Council representative