

| Report of | Meeting | Date |
|------------------------|----------------------|--------------|
| The Head of Governance | Governance Committee | 28 June 2012 |

GUIDANCE TO COUNCILLORS SERVING ON OUTSIDE BODIES

PURPOSE OF REPORT

- To bring to the Governance Committee's attention for comment and/or approval a guidance document for councillors serving on outside bodies.

RECOMMENDATION(S)

- That Members consider the attached Guidance to Councillors Serving on Outside Bodies, and to agree to its circulation and publication to all members.

EXECUTIVE SUMMARY OF REPORT

- As part of the Annual Governance Statement for 2011 the Head of Governance was tasked with providing a single guidance document to assist Members serving on outside bodies. Unfortunately this piece of work slipped on the timetable due to the number of outside bodies represented.
- The Guidance document provides a generic approach to be followed by members, and is to be used as a steer on what considerations a Chorley Councillor sitting on an outside body should have when discharging that function.

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| Confidential report Please bold as appropriate | Yes | No |
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CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

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|---|--|--|---|
| Strong Family Support | | Education and Jobs | |
| Being Healthy | | Pride in Quality Homes and Clean Neighbourhoods | |
| Safe Respectful Communities | | Quality Community Services and Spaces | |
| Vibrant Local Economy | | Thriving Town Centre, Local Attractions and Villages | |
| A Council that is a consistently Top Performing Organisation and Delivers Excellent Value for Money | | | X |

BACKGROUND

- Previously, a number of Councillor's had raised issues concerning the role they are asked to perform when appointed to sit on an outside body. There is an apparent conflict around discharging their role as a Chorley Councillor and protecting the Council's interests and their role as a member of the outside body and protecting the bodies interests.

7. This was recognised and it was recommended that the Head of Governance draft a guidance document for members and this formed part of the Annual Governance Statement Action Plan for 2011.
8. Initially, the task was to be completed by October 2011. However, a combination of work pressure and the number of outside bodies to consider delayed the completion of the document.
9. It was hoped to provide a comprehensive guidance document. This has not proved to be a realistic aim. The Council appoint to many outside bodies, each with their own constitutional document (to a greater or lesser degree). A single guide covering all obligations for all bodies would be too lengthy to be of any help to members. Similarly, it was not felt appropriate to draft individual guides for each outside body.
10. The result was to produce a high level guide which sets out Councillors broad obligations and signposts where to obtain more specific information.
11. It is believed this is the best approach to the issue and is to be used as a Councillors first port of call. If the guide fails to provide an adequate response to the Councillors query then any issues can still be raised with either the Secretary to the outside body (or equivalent) or with the Council's Head of Governance.

IMPLICATIONS OF REPORT

12. This report has implications in the following areas and the relevant Directors' comments are included:

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| Finance | | Customer Services | |
| Human Resources | | Equality and Diversity | |
| Legal | | Integrated Impact Assessment required? | |
| No significant implications in this area | X | Policy and Communications | |

COMMENTS OF THE STATUTORY FINANCE OFFICER

13. There are no legal implications as this is an internal guidance note for Councillors information.

COMMENTS OF THE MONITORING OFFICER

14. The guidance note is not a substitute for comprehensive advice and Councillors who have particular concerns which are not addressed adequately in the document should contact either the outside body or Head of Governance for advice.

Head of Governance

There are no background papers to this report.

| Report Author | Ext | Date | Doc ID |
|---------------|------|--------------|--------|
| Chris Moister | 5160 | 19 June 2012 | |