

**Interim Recommendations of the Working Group  
adopted by Council on 11 April 2017**

- (1) That councillors will normally be appointed to such external organisations that:
  - (i) Support the Council's Corporate priorities, and/or
  - (ii) Assist in delivery of Council services, and/or
  - (iii) Are using Council facilities
- (2) That all appointees to external organisations shall be current borough councillors.
- (3) That, in principle, when an appointment is made there shall be just one councillor appointee and a deputy appointed to each external organisation.
- (4) That the Council shall appoint to external organisations for a four-year term of office following Borough Council elections, and that, should a vacancy arise during a term of office, the deputy appointee (where applicable) will normally assume the role of the appointee for the term of office remaining, and group leaders will be asked to submit nominations for the appointment of a new deputy appointee in accordance with the provisions of these recommendations.
- (5) That the term of office in respect of appointments to external organisations expiring in May 2017 be extended to July 2017.
- (6) That a 'person profile', as set out in Appendix 8 to the report submitted to the Council, shall be completed by each external organisation to ensure that the appointment is a suitable match to the requirements of the organisation and the capacity of the individual councillor in terms of skills, experience and time commitment.
- (7) That councillors shall not accept an appointment to an external organisation unless there is a full understanding of the commitments and requirements for the role between all parties.
- (8) That political group leaders shall liaise between themselves to ensure that individual councillors' interest in specific nominations are shared between them before the meeting at which any contested appointments are to be determined.
- (9) That, in relation to contested appointments, each nominee shall have the opportunity to make either a written or an oral personal statement to the meeting in support of their nomination before the vote is taken, with any oral statement taking no longer than three minutes.
- (10) That the Democratic Services Manager be authorised to determine uncontested appointments to external organisations.
- (11) That it will be the expectation of the Council that an induction and suitable training shall be provided for the councillor appointee by the external organisation which shall include any legal responsibilities, budget and financial issues, information sharing with the council or other bodies and accountability.
- (12) That the process of appointments to external organisations shall be covered in the Council's new councillor induction programme.
- (13) That all councillors appointed to an external organisation shall each year provide written feedback on the work of those organisations over the previous twelve months using the report template at Appendix 9 to the report submitted to the Council.
- (14) That the Monitoring Officer, in consultation with the Lead Councillor for Infrastructure and Governance, be authorised to make such amendments to the Council's Constitution as may be necessary to implement these adopted recommendations.
- (15) That these arrangements be reviewed in three years' time.