



**REPORT TO:** Civic Affairs Committee  
**LEAD OFFICER:** Legal and Democratic Services Manager

5 December 2013

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## REPORTS FROM MEMBERS APPOINTED TO OUTSIDE BODIES

### Purpose

1. To consider the way in which Members report information back to the Council following meetings of the outside bodies they have been appointed to.

### Recommendations

2. It is recommended that those Members appointed to outside bodies submit a written update report to the Partnerships Review Committee at least once a year for each body they represent.

### Reasons for Recommendations

3. Requiring the submission of a written update report will provide all Members with an opportunity to better understand the key issues and outcomes considered at meetings of outside bodies.

### Background

4. The District Council appoints Members to a range of external bodies, known as outside bodies, so that the authority's views can be represented when they meet. The most up-to-date list of outside bodies and the Members appointed to represent the Council on them is attached to this report at **Appendix A**, for information.
5. The status of some outside bodies can change without the Council being informed. Members are encouraged to report any changes to the outside bodies set out in the appendix, or any outside bodies they think are missing, to Democratic Services.

### Considerations

6. Members appointed to outside bodies are currently not required to provide feedback or update reports on the issues discussed or considered at the meetings they attend.
7. Full Council agendas include a standing item for updates from Members appointed to outside bodies. Members can opt to use this item as an opportunity to formally update the Council on any of the outside bodies they are appointed to, but this has only been used by a very small proportion of Members in the last 12 months.
8. Cabinet agendas include a standing item for updates from Cabinet Members appointed to outside bodies. Cabinet Members can use this item to formally report any updates from the outside bodies they are appointed to, but similarly this has not occurred very often in the last 12 months.

9. The Partnerships Review Committee was established at the Council's Annual General Meeting on 23 May 2013 and part of its remit is to scrutinise, challenge and hold decision takers to account on issues relating to the work of those organisations in the area of South Cambridgeshire. The Chairman of the Partnerships Review Committee is keen to receive update reports from Members appointed to outside bodies in order to:
- support the remit of the Partnerships Review Committee;
  - provide more openness and transparency by publishing written update reports from meetings of outside bodies (when forming part of the Partnerships Review Committee agenda pack);
  - identify any issues arising from outside body meetings that require further scrutiny by the Partnerships Review Committee.

### **Options**

10. Maintain the current practice of reporting updates from outside bodies to meetings of Full Council or Cabinet, when deemed necessary by the Member appointed.
11. Require those Members appointed to outside bodies to submit written update reports to Full Council or Cabinet following each meeting they attend.
12. Require those Members appointed to outside bodies to submit one written update report per year to Full Council or Cabinet for each body they represent.
13. Require those Members appointed to outside bodies to submit written update reports to the Partnerships Review Committee following each meeting they attend.

### **Implications**

14. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, there are no significant implications.

### **Consultation responses (including from the Youth Council)**

15. No consultation has taken place on the content of this report.

### **Effect on Strategic Aims**

#### **Aim A – we will listen to and engage with residents, parishes and businesses to ensure we deliver first class services and value for money**

16. Requiring update reports from those Members appointed to outside bodies will provide the Council with valuable information on the work of external organisations.

### **Background Papers**

No background papers were relied upon in the writing of this report.

**Report Author:** Graham Aisthorpe-Watts – Democratic Services Team Leader  
Telephone: (01954) 713030