WHITEHILL
TOWN COUNCIL
Serving Whitehill & Bordon

COUNCIL REPRESENTATIVES ON OUTSIDE BODIES POLICY

Date of Review: 24 July 2025

Next Review: September 2027

1.0 INTRODUCTION

1.1 Whitehill Town Council has Council 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 town, 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 town, its residents or visitors.
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 town;
d) A liaison meeting with other companies or local authorities.
e) A management committee/society managing either Council owned land or property, or that the Council is in some way financially connected with a body that can offer town improvements.

1.3 Click **here** for a list of Council Representatives.

2.0 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 The representative allows its 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 town, its residents and visitors.

2.3 The representative should attend as many meetings of an outside body as they are reasonably able to and request the office send apologies if unable to attend. They may ask another Councillor to substitute for them in their absence if the outside body is willing.

2.4 Council representatives will be appointed at each Annual Meeting of the Council, held in May. If deemed beneficial, Council representatives may be appointed to outside bodies throughout the year. Appointments are made by Full Council or Executive Committee.

2.5 There is an expectation that Council Officers will be in attendance at management or liaison meetings where Council operational matters are being discussed. Council Officers may also be invited to other meetings, where considered beneficial by the outside body and Council representative.

2.6. A member appointed to an outside body is expected to have a disclosable interest and all members are responsible for adhering to the Code of Conduct and law with regards to disclosing interests.

2.7 If a member if appointed as a trustee of a third party, it is their responsibility to ensure they are aware of their legal obligations to the third party as a trustee.

3.0 REPORTING

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. The methods considered most effective for reporting back are: -

a) Minutes of meetings – any minutes of meetings received by a representative should be forwarded to the Deputy Town Clerk who, unless confidential, will forward to all councillors. Confidential minutes will be treated as exempt business.
b) Updates to Council and/or Committee meetings – In consideration that minutes may not always be immediately available, representatives will prepare a brief report on the template provided, making it clear whether the report is "for Council information" or "for Council consideration and/or decision". This will enable the Town Clerk / Deputy Town Clerk to add to the agenda appropriately; as well as provide opportunity for members to ask questions.
c) A 'standing item' for feedback will always be on Full Council agenda; and on the Executive Committee Meeting agenda between Full Council meetings.
d) Email Updates – representatives should forward the Deputy Town Clerk any e-mail updates from the outside body, for forwarding to all Councillors.
e) Annual Reports – Regardless of the number of reports or updates made during the course of the year, representatives will be required to submit an 'End-of-year' report as part of the agenda for the Council's Annual Meeting in May. There is a standard form for this report, available from the Council office. As much information as possible should be shared.

4.0 CHANGE OF REPRESENTATION

4.1 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 reasons offers valid grounds for an outside body to request an alternate Council representative.

4.2 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.

4.3 A representative wishing to stand down from their role should first inform the outside body itself and then the Town Clerk. Where possible, the Town Clerk in Consultation with the Leader will invite another Councillor to act as a temporary representative on the outside body until a representative can be formally appointed by Full Council or the Executive Committee.

5.0 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 brought back to the Council, through the Deputy Town Clerk, for consideration.

5.2 Council representatives need to be mindful not to become involved in the day-to-day operational business of the Council, which is delegated to Officers to undertake on behalf of the Council. Any concerns resulting from a meeting, e-mail or discussion should be taken to the Town or Deputy Town Clerk as appropriate.

5.3 Council representatives with organisations and/or charities which may seek a contractual arrangement, grant funding and/or similar arrangement with or from the Council, should be careful to ensure their words and/or actions cannot lead either the outside body or a reasonable member of the public to believe their position will affect Council decision. Depending on the nature of the resolution,

Council representatives may, in some instances, feel it prudent to abstain from discussion and/or the decision.

5.4 Councillors with a personal interest or involvement with an outside body should not stand as a Council representative to that body. Thus, removing the opportunity for a reasonable member of the public to believe the appointment may affect any future Council decision.

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

5.6 If an additional outside body representative is requested by a third party or member, prior to an Executive Committee or Full Council to appoint them, the Town Clerk in consultation with the Leader may appoint them as a temporary representative until the next meeting to discuss and make decision of formal appointment.

6.0 REPRESENTATIVES NOT APPOINTED TO OUTSIDE BODIES

6.1 A member may be appointed as a general representative for a subject area and not to any specific outside body.

6.2 The Town Clerk (who may delegate to another officer) shall use reasonable endeavours ensure a member who represents a subject area is advised of any invite received at the town council office asking for a member to attend a meeting or event that covers this subject area. This sub clause 6.2 does not supersede sub clause 2.5.

6.3 A member who is not specifically appointed to a third party may have no disclosable interest under the code of conduct and law but it is their responsibility to ensure all disclosable interests are disclosed, taking into account the specific circumstances.