

<b>MEETING</b>	<b>DEMOCRATIC SERVICES COMMITTEE</b>
<b>DATE</b>	<b>20 SEPTEMBER 2016</b>
<b>SUBJECT</b>	<b>OUTSIDE BODIES AND THE ROLE OF CHAMPIONS</b>
<b>PURPOSE</b>	<b>Propose a standard procedure for reporting back on the work of outside bodies</b>
<b>AUTHOR(S)</b>	<b>Councillor Dyfrig Siencyn and Arwel E Jones (Senior Manager Corporate Support)</b>

## **Outside Bodies**

1. At present, the Council chooses representatives to serve on approximately 55 outside bodies, which vary from very local organisations to county-wide, sub-regional, regional and national bodies. In addition, the nature of the Council's relationship with these various organisations also varies.
2. There is no formal procedure to report back from those meetings which is a weakness in the Council's governance arrangements, particularly in those cases where decisions are made which affect the Council and its residents.
3. As noted, the nature of the various bodies varies and it must be borne in mind that, when a member becomes a member of an outside body which is a public authority, company or charity, their first responsibility is to that body. This is very apparent when the influence of another body or individual on decisions would be illegal in cases where the duty of a director or trustee is to a company or charity.
4. There should be arrangements to report back in order for the wider Council to receive information about the work of the body and, if the opportunity is needed, to respond to and influence the decisions made. The Council's ability to act in this way will vary according to the function shouldered by the member within the outside body's governance arrangements.
5. As already noted, there is considerable variety among the outside bodies and, therefore, the reporting arrangements should reflect this. The bodies can vary greatly in terms of:--
  - The nature and constitution of the body and membership
  - The extent to which guidance or a mandate are required by the Council to act
  - The extent to which the Council has a financial investment in the outside body
  - The extent to which the Council has contracts with the outside body
  - The extent to which a decision by the outside body is likely to affect the Council significantly
  - The extent to which the Council, or one of its committees, has sought a report.

6. In Appendix 1, we suggest a distribution of those bodies to four categories as well as the following reporting arrangements for them:-

1. NO NEED TO REPORT ORDINARILY	No requirement to report as such; however, members are offered the opportunity to complete a simple template (Appendix 2) summarising the activities of the body over the course of the year - which will be shared with the relevant Cabinet Member and will then be available via Rhaeadr and the Council's website. It would also be available for the individual member's annual report.
2. REPORT TO THE SCRUTINY COMMITTEE OCCASIONALLY	In these cases, the template (Appendix 2) will be completed once a year and submitted to the preparatory meeting of the relevant Scrutiny Committee which will then decide whether or not to include it on its work programme depending on the demands of the work programme.
3. REPORT TO THE CABINET OCCASIONALLY	In these cases, the template (Appendix 2) will be completed more frequently than once a year but according to a timetable determined by the Cabinet, and whether or not it will be included in the formal work programme of the Cabinet will be considered. In these cases (and category 4), it is suggested that a report is submitted to the Cabinet rather than a Scrutiny Committee due to the strategic or budgetary implications of the outside bodies' decisions.
4. REPORT TO THE CABINET REGULARLY	In these cases, the template will be completed according to an agreed timetable and submitted to a formal meeting of the Cabinet.

- (a) Evidently, there is more than one member on some outside bodies. Having agreed on the arrangements, discussions would need to be held with the individuals who serve on the various bodies to choose who would undertake the work.
- (b) Every report will be shared via Rhaeadr and on the Council's website and will also be available for the annual report of the individual member.

### **The Role of Champions**

7. The Council has various members who have been designated champions in specific fields and the paper attached as Appendix 3 summarises the intention when the role was developed originally.

8. The following is a list of the current champions and the relevant portfolios:-

<b>FIELD</b>	<b>CHAMPION</b>	<b>CABINET MEMBER</b>
Older People	Cllr Selwyn Griffith	ADULTS, HEALTH AND WELL-BEING
Disability	Cllr Peter Read	ADULTS, HEALTH AND WELL-BEING
Autism	Cllr Elin Walker Jones	ADULTS, HEALTH AND WELL-BEING
Carers	Cllr Eryl Jones-Williams	ADULTS, HEALTH AND WELL-BEING
Members' Development	Cllr Tom Ellis	DEPUTY LEADER
Scrutiny	Cllr Angela Russell	DEPUTY LEADER
Fair Trade	Cllr R Hefin Williams	ECONOMY AND COMMUNITY
Equality and Diversity	Cllr Gwen Griffith	HOUSING, CUSTOMER CARE AND LIBRARIES, DEPRIVATION AND EQUALITY
The Welsh Language	Cllr Craig ab Iago	DEPUTY LEADER
The Voice of Children and Young People	Cllr Annwen Daniels	CHILDREN AND YOUNG PEOPLE
Biodiversity	Cllr Angela Russell	PLANNING AND REGULATORY
Mental Health	Cllr Beth Lawton	ADULTS, HEALTH AND WELL-BEING
Sustainability	Cllr Aled Evans	ENVIRONMENT
Small Businesses	Vacancy	ECONOMY AND COMMUNITY

9. As can be seen from the job descriptions, the champions are appointed to assist the Cabinet Members specifically by keeping an eye on specialist fields within portfolios and to give advice and guidance to the Cabinet Members on those fields.

10. As the champions are accountable to the Cabinet Members, a system is suggested for them to meet regularly with the Cabinet Members (at least once a year) and a formal report (using the template in Appendix 4) once a year which will then be placed in Rhaeadr and on the Council's Website, and also available for the individual member's annual report. If a matter warrants specific attention in a wider forum, it can be reported formally to a meeting of the Cabinet.

11. Another factor to be considered is that there is a need to review the benefits to the Council of nominating representatives to these outside bodies in future and, if

nominations are made, that the councillors need to be trained on their responsibilities when representing the Council on outside bodies.

### **Recommendations**

- a) Establish a reporting back procedure for all outside bodies to which the Council nominates members, as necessary
  - b) Agree on a reporting procedure by the Champions to the individual Cabinet Member and to the Cabinet as necessary
  - c) That there is a need to investigate the benefit to the Council of nominating representatives to these outside bodies before May 2017 and include training on responsibilities when attending an outside body as part of the standard training pack for councillors after the next election
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