

**WYRE FOREST DISTRICT COUNCIL**  
**ETHICS AND STANDARDS COMMITTEE**  
**Tuesday 27<sup>th</sup> January 2009**

<b>OPEN</b>	
<b>Responsible Officer:</b>	<b>Monitoring Officer</b>
<b>Contact Officer:</b>	<b>C S Newlands, Ext. 2715</b>
<b>Appendices</b>	<b>Appendix 1 – Appointed Organisations Appendix 2 - Feedback Form Appendix 3 – Annual Review Form Appendix 4 – Appointment Framework</b>

**Feedback Format for Members on Outside Bodies**

**1. PURPOSE OF REPORT**

To consider the possibility of Members being asked to feedback to Council on an annual basis their activities as a Council appointed Member of an outside body.

**2. RECOMMENDATION**

**2.1 The Committee is asked to RECOMMEND TO COUNCIL the method in which feedback should be reported.**

**2.2 To RECOMMEND TO COUNCIL an appointment framework which will aid the decision making process for appointments to outside organisations.**

**3. BACKGROUND**

3.1 Recent years have seen a general rise in the demands placed upon Councillors. The Council is reviewing all its appointments to outside bodies so that it directly appoints representatives only to those organisations where the work is of strategic or district wide importance and in line with the corporate plan aims of the Council as a whole or in support of one of the Sustainable Community Strategy Themes.

3.2 The Council recognises the value and contribution outside organisations make to the wider community. Members also welcome the opportunity for the Council to be represented on these outside organisations that operate within Wyre Forest District and currently the Council appoints to 43 outside organisations.

3.3 Feedback is an excellent vehicle to communicate Council's involvement in outside bodies to the wider community. It is important for the Council to receive feedback on issues affecting outside organisations where Councillors are nominated to represent the Council.

3.4 Members' feedback demonstrates transparency in local government through the open reporting of their activities and involvement with and on behalf of the Council with outside bodies. Feedback on Members' activities is also closely linked with promoting democracy within the community and mirrors the Council's desire to raise the profile of

democracy and the democratic process and informs Council of the work of partner organisations.

- 3.5 The organisations that the Council currently have representatives on are listed at Appendix 1.

#### **4. KEY ISSUES**

- 4.1 The possible ways in which feedback could be considered are:

- a. **Information Bulletin**
- b. **Feedback form(Appendix 2)**
- c. **Annual Review Form (Appendix 3)**
- d. **Annual Members Activity Report**
- e. **Councillors Bulletin**
- f. **Report to the appropriate Scrutiny Committee**
- g. **Report to Cabinet**
- h. **Report to Council**
- i. **Members Quarterly Briefings**

- 4.2 The Committee is asked to consider which of the methods of reporting outlined in 4.1, would be the most appropriate to recommend to Council.

- 4.3 In view of the Strategic or District-wide importance of these appointments, regular reporting back to Council of work undertaken by representatives appointed to these organisations is encouraged.

- 4.4 A suggested appointment Framework is attached at Appendix 4, this could be used to aid the decision making process of appointments to outside bodies.

- 4.5 It is important that Councillors understand their role and responsibilities within the organisation, e.g. there could be conflicts of interest where the Council gives a grant to the organisation.

- 4.4 The Councillors Commission research also made it clear that in order to make the Councillor role easier and more attractive, the level of awareness of the role needs to be raised.

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 The financial implications can be met through existing budgets.

#### **6. LEGAL AND POLICY IMPLICATIONS**

- 6.1 Guidance from the Remuneration Panel for Members Allowances and from the Department for Communities and Local Government suggest that Councils should promote transparency. Thus a better informed Council strengthens the corporate decision-making process and enables informed and robust decision-making.

**7. CONCLUSION**

- 7.1 The Council agreed at its meeting on 19<sup>th</sup> April 2006 that Members should provide a Member Activity Report. The production of a report on activities as a member of an outside organisation would build on the Independent Remuneration Panel's suggestion in its report to Council, that there should be more transparency for the electorate to see what their ward members have been doing.

**8. CONSULTEES**

- 8.1 Chairman and Vice-Chairman of the Ethics and Standards Committee.

**9. BACKGROUND PAPERS**

- Reports to the Independent Remuneration Committee 2002/2004
- Report to Ethics & Standards Committee 6<sup>th</sup> March 2006 – publicity of Member Activity Reports.
- Recommendation to Council 19<sup>th</sup> April 2006 from Ethics & Standards Committee – Publicity of Member Activity Reports.

## APPENDIX 1

**OUTSIDE BODIES**  
**Appointed organisations**

<b>OUTSIDE BODY</b>
Age Concern
Bewdley Development Trust
Bewdley Museum Management Committee
Carpet Museum Trust
Children's Fund Board
Citizens Advice Bureau
Community Housing Group
Corporate Parenting Board (Worcestershire County Council)
Council for the Protection of Rural England
Court of the University of England
Governor to Dudley Group of Hospitals Council of Governors
Horsefair and Broadwaters Community Neighbourhood Partnership
Kidderminster & District Youth Trust
Kidderminster Town Centre Partnership
Local Access Forum
Local Safeguarding Children Board – Executive Group
National Parking Adjudication Service Joint Committee
North Worcestershire Care & Repair Agency – Advisory Board
Oldington & Foley Park Community Network
Oldington & Foley Park Neighbourhood Management Pathfinder Board
Relate – Worcestershire
Stourport Forward Board
Stourport Sports Club
Tree Tops Surestart Children's Centre
West Midlands Local Government Association – Council
West Midlands Local Government Association – Provincial Council
West Midlands Local Government Association – Urban Commission
West Midlands Local Government Association – Rural Commission
West Midlands Local Government Association – Improvement and Efficiency Member Network
West Midlands Regional Assembly
Worcestershire County Council's Health Overview and Scrutiny Committee
Worcestershire County Waste Forum
Worcestershire Partnership Board
Wyre Forest Arts Forum
Wyre Forest Community Leisure Association Ltd, Local Partnership Board
Wyre Forest Cycle Forum
Wyre Forest District Youth Strategy Group
Wyre Forest Matters Strategic Board
Wyre Forest Memorial Holocaust Committee
Wyre Forest Nightstop and Mediation Service Management Committee

**OUTSIDE BODIES**  
**Feedback Form**

<p>COUNCILLOR</p> <p>Contact Telephone Number: Email:</p>
<p>Meeting Commitment: (e.g. 3 per annum)</p> <p>Meetings attended: (Date (s))</p>
<p>Details of any topics of particular relevance to Wyre Forest District Council</p>
<p>Matters to be taken forward by Councillor (e.g. to be raised at group meeting level or at a Scrutiny Committee, Cabinet or Council)</p>

Once completed, please return your form to: [susan.saunders@wyreforestdc.gov.uk](mailto:susan.saunders@wyreforestdc.gov.uk)

**OUTSIDE BODIES**  
**Annual Review Form**

Name of Outside Body	
Name of Appointee	
Report for the Year Covering (Date)	
How many times has this Outside Body met?	
How many meetings have you attended?	
If you have not been able to attend all of the meetings, please give a reason, i.e. timings, venue, clashes with other meetings.	
What are the main issues considered by the Outside Body during your appointment?	
Do you believe that the terms of reference support/engage etc. the strategic goals of Wyre Forest District Council?	
Any outstanding issues faced by the Outside Body?	
Comments of Appointee	
Would you be prepared to hold the position for another term? If 'No' then please give reasons	
Do you need any additional training to fulfil this role?	

Once completed, please return your form to: [susan.saunders@wyreforestdc.gov.uk](mailto:susan.saunders@wyreforestdc.gov.uk)

**OUTSIDE BODIES**  
**Appointment Framework**

