

meeting ADMINISTRATION COMMITTEE

date 11th November 2009

agenda item number **7**

REPORT OF THE SERVICE MANAGER, GOVERNANCE AND SCRUTINY

APPOINTMENTS TO OUTSIDE BODIES - REVIEW

Purpose of Report

1. To agree the process for reviewing the Council's existing list of Outside Bodies to which it makes appointments.

Background

2. The Council makes appointments to a number of outside bodies, on a local, regional and national basis. These bodies include charities, limited companies and partnership organisations. The term of appointment varies between the various bodies.
3. Administration Committee agreed on 13th July 2009 that a review of the existing list of Outside Bodies be undertaken, informed by relevant Members, to ensure that such representation was still required and / or appropriate. It is proposed that a Steering Group be established, with the following membership, to guide the review:-
 - Group Business Manager – Conservatives
 - Chief Whip – Labour
 - Chief Whip – Liberal Democrats
 - Group Leader – Independents.
4. The following approach and timescales for the review are proposed:-
 - mid-November 2009 - questionnaires to be sent out to all organisations on the outside bodies list;
 - mid-December 2009 - responses to questionnaires back from organisations;
 - mid-January 2010 - steering group to meet to discuss responses to questionnaires from organisations;
 - mid-January 2010 - questionnaires to be sent out to all Councillors appointed to an outside body;

- early March 2010 – steering group to meet to discuss all responses;
 - 28th April 2010 – review outcomes report to Administration Committee for approval.
5. A copy of the draft questionnaire to outside bodies is attached for information.

RECOMMENDATIONS

- 1) That the proposed approach and timescales for the review, including the draft questionnaire to outside bodies, be noted;
- 2) That a Steering Group consisting of the following membership, be established to guide the review:-
 - Group Business Manager – Conservatives
 - Chief Whip – Labour
 - Chief Whip – Liberal Democrats
 - Group Leader – Independents.

Chris Holmes
Service Manager, Governance and Scrutiny

Legal Services' Comments (SLB 28/10/2009)

At its meeting on 18th June 2009, the County Council delegated authority for making appointments to outside bodies relating to functions of Council to Administration Committee. Administration Committee has authority to deal with the matters set out in this report.

Comments of the Service Director (Finance) (MB 30/10/09)

There are no specific financial implications arising from the report.

Background Papers Available for Inspection

None.

Electoral Divisions Affected

All.

1. Name of Organisation _____

2. Registered Number (companies and charities only) _____

3. Contact Name and Address:- Organisation address is different:-

Postcode _____

Postcode _____

Telephone _____

Telephone _____

Fax number _____

Fax number _____

Email _____

Email _____

Website address _____

4. Status of Organisation _____

5. Is the Organisation a registered Charity? YES/NO

6. Number of representatives required _____

7. Do you still require a representative to be appointed? YES/NO

8. Does the representative need to be a County Councillor? YES/NO

9. Role of representative:-

Director (company) Trustee

Member of management body Representative of Notts CC

Observer Independent member of Management Cttee

Other (please specify) _____

10. Does your constitution require you to have a County Council representative? YES/NO

11. What, if any, consequences would there be if Nottinghamshire County Council no long appointed a representative to your organisation?

12. Does your organisation receive any funding from the County Council? YES/NO

13. Period of Office and termination date: _____

14. Are there any liabilities attached to this role? _____

15. Number of meetings a year _____

16. Any scheme of payment of expenses for attending meeting, including travel?

17. Any information about your organisation that will help us appoint the right representative:-

18. What skills and/or experience are you seeking from your appointed representative?
eg. strategic knowledge, relevant Cabinet Member

19. What does a County Councillor bring to your organisation that other representatives don't?
(please tick all that apply)

County-wide perspective A strategic overview

Knowledge of other groups Relevant experience

Other skills (please specify) _____

20. Any other comments:

Thank you for taking the time to complete this questionnaire.

Please return it in the envelope provided, or alternatively fax it to Sara Allmond on 0115 977 3813, or email your responses to sara.allmond@nottscc.gov.uk

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