

## **Standing Orders – Access to Information New Standing Order E23 Outside Bodies Protocol**

**Updated with feedback from Mayor and Group Leaders Meeting 22 August 2016**

### **E23. Outside Bodies Reporting Protocol**

E23.1 The Council appoints Members to represent Torbay Council on a number of outside organisations. Representatives on those bodies listed below are required to report on the activities of the outside organisation, the impact of those activities on the local community and Council service delivery, in order to keep the Council informed. Reports from members on outside organisations will also allow the Council to evaluate the value and benefits of its continued membership. Members will not disclose any information that is confidential to that organisation:

#### **1. Companies:**

- a) Riviera International Conference Centre Board of Directors;
- b) Torbay Economic Development Company Ltd; and
- c) TOR2 Board.

#### **2. Organisations which receive grants/funding from the Council:**

- a) Parkwood Leisure Monitoring Group;
- b) Culture Board Steering Group;
- c) Torbay Coast and Countryside Trust Board of Trustees; and
- d) Torbay Community Development Trust.

#### **3. Other strategic important outside bodies/partnerships:**

- a) Local Enterprise Partnership Steering Group;
- b) Community Safety Partnership Board;
- c) Devon and Cornwall Police and Crime Panel;
- d) Devon and Exeter Area Rail Project Working Party;
- e) Devon and Somerset Fire and Rescue Authority;
- f) Devon Authorities Strategic Waste Joint Committee
- g) South West Devon Waste Partnership (Joint Working Committee);
- h) South West Energy and Environment Group; and
- i) South West Regional Flood Defence Committee.

Members on other outside bodies may submit a report where they feel it is in the Council's interest for them to do so.

E23.2 Reports will be submitted annually following the annual meeting of the body, unless exceptional circumstances require a further report. Reports will be prepared by the member(s) so not to draw on officer resource and submitted in writing to [governance.support@torbay.gov.uk](mailto:governance.support@torbay.gov.uk) using the prescribed form (attached at Appendix 1 to these Standing Orders), and so far as is reasonably practicable limited to two sides of A4. Reports will be considered

by the Overview and Scrutiny Board to enable it to make recommendations to the Council before reports are presented to Council.

- E23. Where the Council nominates more than one representative to an outside body, a Lead Member will be nominated to be responsible for co-ordinating the report to the Council (this can include a joint report by all members on the outside body being prepared). If an organisation does not have an annual meeting, then the Council's Lead Member will report in the third quarter of the year so that the Council can consider the benefits of retaining its representation.

**Outside Bodies - Member Reporting Form**

|   |  |
|---|--|
| Name of Organisation  |  |
| Elected Member  |  |
| Objectives of Organisation  |  |
| Role and responsibility of the Council representative? (For example, Observer, Trustee, Director) |  |
| What have you achieved through the relationship?  |  |
| How often does the organisation meet?   |  |
| How often have you attended meetings?   |  |
| Have you been provided with any training to support your role? If yes, please give details.       |  |
| What at key issues have arisen?<br>(continue on separate sheet if required)                       |  |