



Ramsgate Town Council

Advisory Note: The Role of Representatives on Outside Bodies

| | |
|----------------------|---|
| Adopted | Council 25th May 2022 |
| Due to review | As required |

- A Town Council representative on an outside body is exactly that: they represents the Council as a body rather than acting in a personal capacity. This means that a Town Council representative must always act in accordance with Council policies and bear in mind the limitations of the Council as a corporate body, as well as the opportunities which Council involvement can offer to any outside group. Town Council representatives on outside bodies allow those bodies to tap into the expertise and knowledge of the Council and councillors' links with other public sector organisations, such as the County and District councils and the Police.
- A Town Council representative should not commit Council resources or support, whether financial or 'in kind', to an outside body but should bring all such requests back to Council/appropriate Committee in writing for consideration.
- Administrative support by Council staff is not available to outside bodies nor to Town Council representatives on outside bodies. Town Council representatives are responsible for carrying out the administration to support their own role.
- Town Council representatives should update Council regularly about the outside bodies they are involved in. Ideally the Minutes from each meeting should be brought to the Council for consideration by way of an update on the activities of this body, and a verbal update can be provided when these are considered. There will be a standing Council agenda item "*Update from the Council's representatives on outside bodies*" to facilitate this.
- Town Council representatives should attend as many meetings of an outside body as they are reasonably able and send apologies if they are not able to attend a meeting. They may ask another councillor to attend in their stead if the outside body is willing and permitted by its constitution to accept this.
- The Council expects its representatives to be kept informed of all meetings of outside bodies in a timely fashion and also expects that all paperwork will be shared with them.

- Any outside body is free to reject a specific Council representative on the understanding that his/her replacement will be nominated by Council, not by the outside body. Repeated non-attendance at meetings without good reason offers valid grounds to reject a specific Council representative.
- All outside groups are free to inform the Council at any time that Council representatives are no longer required, if their constitution so allows.
- The outside bodies must make it clear if the nominated representative will hold any legal responsibilities (i.e. Trustee of a charity); it would be reasonable to the Council / individual Councillors to refuse a nomination if they are worried about legal responsibilities.