

# Standing Orders – Access to Information

## Revised Outside Bodies Reporting Protocol – Proposed Constitution Amendment

Reason for changes - The current Protocol includes outside bodies which the Council no longer appoints a Councillor to represent them and Members on any outside body should be prepared to report on the activities of that body. It is therefore proposed that the Constitution be amended as follows:

### **E22. Outside Bodies Reporting Protocol**

- E22.1 The Council appoints Members to represent Torbay Council on a number of outside organisations. Representative Members 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 and evaluate the value and benefits of its continued membership. Members will not disclose any information that is confidential to that organisation.
- E22.2 The Overview and Scrutiny Board will determine a programme for receiving Reports from Representative Members on outside bodies as part of its annual Work Planning. Where possible, Reports will be submitted following the annual meeting of the body, unless exceptional circumstances require a further report. Reports will be prepared by the Representative Member(s) so not to draw on officer resource and be 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 or Cabinet, as appropriate.
- E22. Where the Council nominates more than one Representative Member to an outside organisation, a Lead Representative 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 Representative 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 are key issues that have arisen?**

**What is the performance against their key performance indicators and what action is being taken to address any red or amber performance?**

**What are the key risks for the organisation and what is being done to mitigate the risks?**