



Saltash Town Council



Policy/Procedure: **Role of STC representatives on outside bodies**

Date of Adoption: **February 2020**

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version	2	Approved by	P&F
Date	February 2020	Date of approval	25.02.2020
Responsible Officer	AJT	Minute reference	158/19/20
Responsible Committee	P&F	Review date	4 yearly

Version History			
Date	Version	Author/Editor	Comments
October 2019	1	AJT	
December 2019	1A	AJT	Approved with minor amendments
February 2020	2	AJT	Update to qualification criteria

Review Record				
Date	Type of Review	Date of completion	Summary of actions	Completed by

Document Retention	
Document retention period	Until superseded

The Role of Saltash Town Council Representatives on Outside Bodies

- A Town Council representative on an outside body is exactly that: they represent 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 Unitary Council 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 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.
- Members having any connection with an organisation cannot be a Council Representative for that organisation.
- Town Council representatives should update Council regularly about the outside bodies they are involved in. Ideally this should be done by verbal updates at Council meetings. Minutes of outside bodies' meetings should be shared with all Councillors and the Town Clerk.
- 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 place 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 their 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.