

GUIDANCE TO COUNCILLORS ON THEIR RESPONSIBILITIES AS MEMBERS TO OUTSIDE BODIES

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Summary: Provides revised draft Guidance to Councillors on their responsibilities as members of outside bodies.

RECOMMENDATION:

The draft Guidance be distributed to Councillors, subject to any comments from members of the Committee.

Financial and Human Resources Implications

None but some officer time will be involved in making Councillors aware of the contents of the Guidance.

1 INTRODUCTION

- 1.1 Generally, the Council reviews all its policies and guidance on a continuous loop. The above Guidance is probably the oldest Guidance currently in place in that it was revised in April 1989.
- 1.2 In reviewing this Guidance, a number of other Councils' Guidance has been examined. Current legislation has been reviewed and an effort made to make the wording of the Guidance contain "plain english"

2 CHANGES

- 2.1 The guidance begins by presenting an easy-to-read one page summary of points Councillors should be aware of.
- 2.2 The Guidance then goes on to provide more detail on, firstly, companies and secondly, changes.
- 2.3 The Guidance concludes by bringing Members' attention to the Members' Code of Conduct and when interests should be declared.

3. CONCLUSION

- 3.1 The Standards Committee's Terms of Reference include the giving of advice to Councillors on conduct issues. A well-worded set of Guidance can help Councillors considerably when representing the Council on Outside Bodies.

**List of Background Documents – Current Guidance to Members
Appendix – Revised Draft Guidance**

