

REVIEW OF REPORTING BACK PROCEDURES FOR MEMBERS ON OUTSIDE BODIES

LEAD MEMBER: Councillor Y R T Clarkson

LEAD OFFICER: Martin Jepson, Head of Legal and Democratic Services

REPORT AUTHOR: Jessica Hall, Overview and Scrutiny Support Officer

SUMMARY AND RECOMMENDATIONS

The report follows that of the Chief Executive to OSC on 22 November 2010 on the review of Whitehaven Rugby League Football Club: The role of Council Members.

This report:

- Outlines the current reporting back procedures
- Compares those in place at other Councils
- Considers whether there are any ways in which the reporting back procedures can be improved and updated

RECOMMENDATIONS:

- i) That the Chief Executive in his review of outside bodies assesses whether there is a requirement for reporting back formally on **all** outside bodies depending on the business of the outside body
- ii) That the current reporting back procedures are amended to;
 - Retain a named contact officer against each of the outside bodies (reviewed and identified at Appendix A)
 - Include that Members on outside bodies complete a reviewed pro forma annually which would inform annual reviews of outside bodies(attached at Appendix C)
 - Include the need for Members on outside bodies – with the support of their named contact officer - to place any agendas and minutes on the Council's intranet
 - Include that any reporting back is fulfilled **at least** annually and more frequently formal reporting if required at either the Member's discretion and judgement or the Council function receiving the report back

- Withdraw the clause requiring that all reports are fed back to the appropriate Overview and Scrutiny via the Scrutiny Support Officer
- iii) That the OSC requests that the Chief Executive's review assesses the most appropriate Council committee for Members on outside bodies reporting back.
- iv) That Members receive training on the revised reporting back procedures as part of the training identified in the Chief Executive's recommendations of 22 November 2010.
- v) That consideration is given to including these procedures in the Council's Constitution

1. BACKGROUND/INTRODUCTION

1.1 In his report to the OSC on 22 November 2010, the Chief Executive recommended the OSC review and update current reporting back procedures in place for Members on outside bodies. These were last agreed by Council in April 2004.

Members endorsed the Chief Executive's recommendation and agreed they would review reporting back procedures at the next meeting of the committee (on 17 January 2011).

2. MEMBERS ON OUTSIDE BODIES

2.1 Members currently sit on 38 Outside Bodies. These bodies – and the Members that sit on them - are attached at Appendix A.

2.2 16 are categorised at statutory and the rest are categorised as partnerships.

2.3 On the 22 November, Members supported the Chief Executive's recommendation that he – in consultation with the Leader of the Council – review Member appointments to outside bodies and that the benefits of sitting on outside bodies to the Council and those bodies is assessed, including potential conflicts of interest.

3. CURRENT REPORTING BACK PROCEDURES

3.1 Council last agreed reporting back procedures for Members on outside bodies in April 2004. This followed a Council request for the then Performance and Resources OSC to carry out a detailed review of Outside Bodies. The OSC's cover report is attached at Appendix B.

A final recommendation of the OSC, agreed by Council on 20 April 2004 was **“that reporting back procedures are introduced to assist with future monitoring”**.

3.2 The reporting back procedures included:

- Members on outside bodies to complete a pro forma report monthly, quarterly or annually “depending on the contribution that body makes to the Council's operations”.

- Reports are fed back to the appropriate Overview and Scrutiny Committee via the Scrutiny Support Officer, allowing continued monitoring and for timely distribution within Council.
- The need for Members to file all appropriate agendas and minutes in the Members' Room.
- A contact officer against each of the outside bodies with Members negotiating the level of support they require from that officer.

3.3 Appendix B highlights where reporting back is currently expected to take place from Members on outside bodies.

These reporting back procedure arrangements vary but depend on the nature of business carried out by the outside body.

Council meeting for reporting back	Number of bodies this way of reporting back relates to	Frequency
Full Council	30	Annually
Overview and Scrutiny Committee	2	Not specified
Strategic Housing Panel	3	Not specified
None identified	3	

3.4 It has been confirmed by the Head of Legal and Democratic Services that there are no statutory guidelines on reporting back procedures for Members on outside bodies and it would appear that councils have implemented their own procedures.

A brief comparison has been made with the reporting back arrangements of other councils

Council	Reporting back procedure
Allerdale	No official procedure however Annual feedback form requested of Members.
Carlisle	No official procedure
South Lakeland	At least annually (continued over)

Rossendale District Council (Lancs)	No formal reporting procedure. Currently informal but Overview and Scrutiny Officer has been advised that this is currently undergoing review
Hyndburn District Council (Lancs)	No obligation on Members to report back annually although guidance states they may wish to do so particularly in cases where funds are contributed by the Council. The guidance says they may want to report to either Council, Cabinet or OSC.
East Lindsey District Council (Lincs)	Reporting back is concentrated and required where the outside bodies are within the remit of the Executive. In these cases report backs are required within 10 days of the meeting.

4. PROPOSED CHANGES TO COPELAND BOROUGH COUNCIL'S REPORTING BACK PROCEDURES

4.1 There are a number of proposed changes to the current (2004) reporting back guidelines which Members are asked to consider. It would be timely to update and tighten these procedures.

4.2 The proposed changes to Members on Outside Bodies Reporting Back Procedures are:

4.2.1 Annual Pro forma

That annual/monthly/quarterly pro-forma agreed in 2004 should be updated. It is proposed that this is completed annually by Members on Outside bodies towards the end of the civic year. The information provided by Members on outside bodies can then inform the annual review.

4.2.2 Publicise agendas and minutes

The 2004 procedures placed a requirement on Members to file all appropriate agendas and minutes in the Members Room. This has not been well utilised and it is proposed that in future all outside body agenda covers and minutes are placed on a dedicated page on the Council's intranet for accessibility by all Members.

4.2.3 Frequency of reporting back

It is proposed that Members are given clear guidance to report back **at least** annually. More frequent formal reporting will be at the discretion and judgement of the Member sitting on the outside body. A further option could be the Council committee responsible for receiving the report back determining the frequency of the feedback at the start of the Council year. (For example: Overview and Scrutiny could schedule into its work programme regular reporting back from the County Health and Well-being Scrutiny Committee).

4.2.4 Removal of the requirement on Overview and Scrutiny to receive all report backs via the Scrutiny Support Officer

It is advised that the requirement for Overview and Scrutiny to receive all report backs via the Scrutiny Support Officer is not the most appropriate use of resources. Nor is Overview and Scrutiny always the most appropriate forum to receive report backs. This could lead to Overview and Scrutiny agendas been dominated by report backs and information only items.

It is further proposed that the Chief Executive's review determines which body ought to be reported to which Council committee and whether it is necessary that reporting back is required for **all** outside bodies.

5. CONCLUSION

The committee is asked to review the proposed changes and consider the recommendations. It is advised that the proposals are a timely update and will ensure a robust reporting back procedure for Members on outside bodies.

Background Papers:

Minutes of the Internal Overview and Scrutiny Committee – Monday 22 November 2010

Whitehaven Rugby League Football Club – Review of the Role of Council Members, Report of the Chief Executive to Internal OSC, 22 November 2010

Outside Bodies, Report to Full Council 20 April 2004 (Overview and Scrutiny Committee for Performance and Resources)

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Name	Frequency	Appointee	Contact Details			
The Alliance	6 Per Year	Councillor H Wormstrup (Sub Councillor J Bowman	Dr Joan Dixon 9 Regent St Barnsley S70 2EG Telephone: 01226 200768 natsec@ccc-alliance.org.uk	The former Coalfields Communities whose aim is to aid old industrial areas.	Partnership	Annually Full Council JB/DT
Cumbria Leadership Forum		Leader of the Council		The Cumbria Leadership Forum (CLF) brings together the democratically accountable leaders of all local authorities in Cumbria, together with the appointed chairs of statutory bodies such as Cumbria Police Authority, NHS Cumbria and the Lake District National Park Authority. The CLF will set the strategic vision for partnership working in Cumbria.	Statutory	Annually Full Council Chief Exec
Copeland Community Fund		Councillors E Woodburn D Moore	Lead Officers CBC – Julie Betteridge CCC – Shaun Gorman	The aim of the group is to manage the Fund secured through the Vault 9 planning application.	Statutory	Annually Full Council JB/PR
Copeland Homes	Bi Monthly	Councillors P Connolly A Faichney F Gleaves M Woodburn G Clements	Mrs Andrea Thorn Acting Managing Director Home (NW) Copeland Centre Catherine Street Whitehaven Telephone: 01946 598530 david.fisher@homegroup.org.uk	Formed after the transfer of homes from Copeland Borough Council in June 2004. The Copeland Homes' Board takes responsibility for directing the organisation, ensuring that it improves homes and estates, provides quality services and consults with its residents.	Statutory	Annually Full Council JB/LP

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West Cumbria Community Safety Partnership (formerly West Cumbria Crime & Disorder Reduction Partnership)	6 Weekly	Management - Councillor N Williams Task groups – to be reviewed	Julie Betteridge Copeland Borough Council Catherine Street Whitehaven		Statutory	JB/AC
Cumbria Community Foundation – West Cumbria Grants Panel		Councillors E Woodburn K Hitchen G Garrity		Responsible for the distribution of the funds (especially NMP Funds) to the West Cumbrian community.	Partnership	Annually Full Council JB/PR
Cumbria Health and Well Being Scrutiny Committee	6 Per Year	Councillor G Garrity	Paul Glazenbrook Member Services Unit The Courts Carlisle CA1 8NA Telephone: 01228 606366 Paul.glazenbrook@cumbriacc.gov.uk		Partnership	To OSC MJ/JH

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West Cumbria Housing Association Forum		Councillor G Clements	R Porter Derwent and Solway Housing Association		Statutory	Strategic Housing Panel JB/LP
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<p>Cumbria Joint Scrutiny Committee</p> <p>/Overview Group *Formerly Cumbria Scrutiny Member Network</p>		<p>Councillors G Garrity Y Clarkson</p> <p>Substitutes J Kane K Hitchen</p>	<p>Ms Vic Milbourne Scrutiny Unit Cumbria County Council The Courts Carlisle CA3 8LZ E-Mail: vic.milbourne@cumbriac.c.gov.uk</p>		Partnership	<p>To OSC</p> <p>MJ/JH</p>
<p>Cumbria Pension Forum</p>	Annually	<p>Councillor P Connolly</p>	<p>Director of Finance & Central Services Cumbria County Council The Courts English Street Carlisle CA3 8NA Tel: 01228 606375 Sally.garrett@cumbriacc.gov.uk</p>	<p>The Pensions Forum is set up to seek the views of the representative bodies, employees and pensioners and discuss items of common interest in relation to pensions</p>	Partnership	<p>Annually within Budget Report</p> <p>JW</p>
<p>Cumbria Planning Group</p>		<p>Councillor M McVeigh</p>	<p>R Terwey – Cumbria County Council</p>	<p>The Regional Planning Group will provide high level strategic advice and support to their Executive Board and the Assembly in its role as Regional Planning Body.</p>	Partnership	<p>Annually Full Council</p> <p>JB/JH</p>

Cumbria Playing Fields Association	Quarterly	Councillor M McVeigh	Richard Johnston Cumbria Sport 5 Portland Square Carlisle CA1 1DU Telephone: 01228 601255 richard.johnstone@cumbriacc.gov.uk	The Cumbria Playing Fields Association has funding of up to £250 available for small sports groups and sports activities around the county. Applications from any type of voluntary group are welcome, including local recreational organisations, sports clubs, play organisations or parish councils; the funding can be to support any type of small sports and physical activity project around the county.	Partnership	Annually Full Council KP/CD
Cumbria Housing Executive		Councillor G Clements	Julie Monk Eden Chief Housing Officer	Copeland Borough Council is a partner in the Cumbria Housing Strategy 2006-2011. The Housing Strategy is an overarching strategic document which sets in place a framework for consistent policies and practices across the County.	Partnership	Strategic Housing Panel JB/LP
Cumbria Supporting People		Councillor G Clements	Paul Lattimor Cumbria Supporting People Cumbria County Council Headquarters The Courts Carlisle Cumbria CA3 8NA	Supporting People delivers high quality and strategically planned housing-related services which are cost effective and reliable, and complement existing care services. The planning and development of services are needs led. Supporting People is a working partnership of local government, service users and support agencies.	Partnership	Strategic Housing Panel JB/LP

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Cumbria Vision		Leader of the Council		Cumbria Vision are a sub-regional partnership established by the Northwest Regional Development Agency in 2005 to galvanise public and private sector stakeholders and bring a single direction to Cumbria's significant regeneration agenda, which spans both urban and rural concerns.	Statutory	Annually Full Council JB/DT
Cumbria Tourist Board	Quarterly	Councillor H Branney	Martin Hodgson Finance Director and Company Secretary Cumbria Tourist Board Ashleigh Holly Road Windermere Cumbria LA23 2AQ Telephone: 015394 40405 mhodgson@gocumbria.org	To be the voice of tourism for Cumbria.	Partnership	Annually Full Council KH/CD
Cumbria Waste Partnership		Councillor A Holliday –		The Partnership shares a responsibility and is committed to the effective delivery of sustainable waste management services within the County.	Partnership	Annually Full Council KH/JC
Derwent & Solway Housing Association – Routes to Work	31 st Monthly 2-3 hours	Councillor J Kane	Robert Porter Stoneleigh Park End Road Workington CA14 4DN	Routes to Work is a partnership project involving Allerdale Borough Council, Copeland Borough Council, Derwent and Solway Housing Association and Rathbone Training. It was set up to help people disadvantaged by where they live move into work	Partnership	Annually Full Council JB/LP

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Duddon Estuary Consultative Committee	Quarterly	Councillor J Park	Jenny Wain Duddon Estuary Consultative Committee Cumbria County Council County Offices Kendal Cumbria LA9 4RQ Telephone: 01539 773427 Jenny.wain@cumbria.cc.gov.uk	The Duddon Estuary Partnership aims to bring everyone with an interest in the estuary together to exchange ideas and work for the good of the Bay	Partnership	Annually Full Council JB/JH
Invest in Cumbria		Councillor C Giel	Mr J Grainger Managing Director Invest in Cumbria Redhills Penrith Cumbria CA11 0DT	Invest in Cumbria provides a single source of information for those interested in moving or expanding into the area.	Partnership	Annually Full Council JB/DT
Lake District National Park Authority	Monthly	Councillor H Branney	Mrs M McClure Member Services Co-ordinator Lake District National Park Authority Murley Moss Oxenholme Road KENDAL Cumbria LA9 7RL Telephone: (01539) 792669 TonyWolfe@lake-district.gov.uk	As set out in the Environment Act 1995, the Lake District National Park Authority's statutory purposes are: To conserve and enhance the natural beauty, wildlife and cultural heritage of the Lake District National Park; and To promote opportunities for the understanding and enjoyment of the special qualities of the National Park by the public.	Statutory	Annually Full Council KP/CD

Lake District National Park Partnership	Quarterly	Councillor K Hitchen	Mrs M McClure Member Services Co-ordinator Lake District National Park Authority Murley Moss Oxenholme Road KENDAL Cumbria LA9 7RL Telephone: (01539) 792669	The terms of reference of The Lake District National Park Partnership are to: <ul style="list-style-type: none"> • Develop, agree, and continuously review, a vision for the Lake District National Park by engaging others; • Develop, agree and monitor a delivery plan for the vision for the National Park by establishing clear roles for members of the partnership and other organisations; • Provide strategic advice and recommendations to the National Park Authority in the creation, monitoring and review of policies for developing and managing the National Park and any issues related to its future. This will include the Lake District National Park Management Plan, the Local Development Framework, and the State of Park Report. 	Partnership	Annually Full Council KP/CD
North Country Leisure Copeland Board		Cllrs H Branney J Jackson	Ms J Longlands Copeland Leisure NCL House Hexham Business Park Burn Lane Hexham Northumberland	North Country Leisure provides services at <u>Whitehaven Sports Centre, Copeland Swimming Pool</u> , and <u>Copeland bowls and Sports Centre</u> . They also manage the events and functions held at <u>Whitehaven Civic Hall</u> situated in the centre of the town. CBC still owns the buildings	Statutory	Annually Full Council KP/CD

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Managing Radioactive Waste Safety Partnership		Councillors E Woodburn A Holliday J Kane Y Clarkson		This is an advisory body whose aim is to "make recommendations to Allerdale Borough Council, Copeland Borough Council and Cumbria County Council on whether they should participate or not in the geological disposal facility siting process, without commitment to eventually host a facility".	Statutory	Every full council in Executive Report PG/Nuc
North West Employers Organisation	Quarterly	Councillor J Bowman	Julie Kippax Assistant HR Advisor 6th Floor, Delphin House Riverside New Bailey Street Manchester Tel: 0161 214 7116 juliek@nweo.org.uk	The North Western Local Authorities' Employers' Organisation, which is usually known as North West Employers, is the Employers' Organisation for local authorities in the North West of England. We provide advice, support and consultancy services to constituent local authorities in the areas of: <ul style="list-style-type: none"> • Human Resources • Management Practice • Organisation and Political Structures • Learning and Development 	Partnership	Annually Full Council HM/LG
NuLeaf		Councillor A Holliday	Fred Barker E-Mail 'fred.barker@nuleaf.org.uk'	Nuleaf Sseeks to build capacity within local government to engage effectively with nuclear legacy management and works to represent the views of member local authorities to national bodies.	Statutory	Annually Full Council PG/Nuc

Solway Firth Partnership	Quarterly	Councillor J Prince	Pam Taylor Campbell House The Crichton Bankend Road Dumfries DG1 4ZB 01387 247543	The Solway Firth Partnership is a voluntary coastal management partnership. Its aim is to secure an environmentally sustainable future for the Solway Firth area which allows the economy to prosper while respecting the distinctive character, natural features, wildlife and habitats of the Firthm is to	Partnership	Annually Full Council JB/JH
South Whitchaven Neighbourhood Management Board		Councillors E Brennan G Garrity P Tyson A Holliday J Kane	Sheila Sloan Director, Public Service Delivery WCSP Co-ordination Unit Allerdale House Workington Cumbria CA14 3YJ		Statutory	
West Cumbria Cycleway Partnership	2 per annum	Councillor G Sunderland	John Scrivens Tenters Cottage High Lorton CA13 9TY 01900 85287 tantercottage@dsl.pipex.com		Partnership	Annually Full Council JB/JH

West Cumbria Development Agency	Quarterly	Councillor C Giel	CD Pond Company Secretary Unit 1 Ingwell Hall Ingwell Drive West Lakes Science and Technology Park Moor Row CA24 3JZ 01946 595260 cdp@westlakesproperties.co.uk	Its central aim is to help create jobs in the Boroughs of Allerdale and Copeland. This job creation is achieved by helping new businesses start and grow, by assisting local companies to expand and by facilitating inward investment into the area.	Statutory	Annually Full Council JB/DT
West Cumbria Development Fund	Quarterly	Councillor C Giel	CD Pond Company Secretary Unit 1 Ingwell Hall Ingwell Drive West Lakes Science and Technology Park Moor Row Cumbria CA24 3JZ 01946 595260 cdp@westlakesproperties.co.uk	This scheme provides loan funding to assist business expansion projects which will result in the creation of jobs. The size of the loan offered will depend upon the scale of job creation planned	Statutory	Annually Full Council JB/DT
West Cumbria Sites Stakeholder Group	Quarterly	Councillors E Woodburn A Holliday P Connolly	Rosina Robinson Yottenfews Farm House British Nuclear Group Sellafield Seascale Cumbria CA20 1PG Telephone: 019467 85802 Rosina.m.robinson@britishnucleargroup.com	The WCSSG is an independent body whose role is to provide public scrutiny of the nuclear industry in West Cumbria by providing an active, two-way channel of communication between the site operators, the NDA and local stakeholders	Partnership	Annually Full Council JB/DT

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West Cumbria Sites Stakeholder Group – LLWR, Socio Economic Commercial		Councillor E Woodburn	Rosina Robinson Yottenfews Farm House British Nuclear Group Sellafield Seascale Cumbria CA20 1PG Telephone: 019467 85802 Rosina.m.robinson@britishnucleargroup.com		Partnership	Annually Full Council JB/DT
West Cumbria Sites Stakeholder Group – Decommissioning		Councillor A Holliday	As above		Partnership	Annually Full Council JB/DT
West Cumbria Sites Stakeholder Group – Commercial		Councillor P Connolly	As above		Partnership	Annually Full Council JB/DT
Energy Coast Vision Board – West Cumbria		Councillor C Giel	Stuart Cowperthwaite Programme Director	The Board has been created to bring greater geographical focus to regeneration activity across the boroughs of Copeland and Allerdale. Its primary focus is to oversee the delivery of projects contained in the West Cumbria Spatial Masterplan.	Statutory	Annually Full Council JB/DT

West Lakes Renaissance Board	quarterly	Councillor C Giel			Statutory	JB/DT
Western Lake District Tourism Partnership	Quarterly	Councillor H Branney	Lucy Wilson Marketing Administrator Western Lake District Tourism Partnership Brunswick House Harbour Business Park Maryport Cumbria CA15 8BF Telephone: 01900 818741 Mobile: 07738 057617 <u>LWilson@western-lakedistrict.co.uk</u>	Exists to market the Western Lake District area. Also responsible for producing the annual visitors guide, top attractions leaflet, and managing targeted marketing campaigns	Statutory	Annually Full Council KP/CD
Whitehaven Maternity Charity		Councillors W Metherell M Docherty C Watson	John Jewell Copeland Borough Council		Statutory	MJ/JJ

Whitehaven Regeneration Programme Steering Group – To be reviewed	Councillor E Woodburn		P Crooks Tanyard Suite Fleswick Court West Lakes Science and Technology Park Moor Row CA24 3HZ			JB/DT
Whitehaven Rugby League Football Club		Councillors C Giel T Knowles		Essential to the delivery of the Pow Beck Development	Partnership	Annually Full Council

OUTSIDE BODIES

**FULL 200404
ITEM 8**

LEAD MEMBER

Cllr J Hewitson, Chair, Overview and Scrutiny
Committee for Performance and Resources.

LEAD OFFICER: REPORT AUTHOR:

Tim Capper
Jane Murray

Summary:

Council asked Overview and Scrutiny to review the Outside Bodies list on which members sit. This report updates the list and suggests recommendations for retention and deletion, and for reporting back arrangements.

RECOMMENDATIONS:

- 1) That the recommendations for retention and deletion (at Annex 1) are approved.
- 2) That reporting back procedures are introduced to assist with future monitoring.
- 3) That the updated list at Annex 2, including updated contacts, membership and frequency of reporting back, is noted.

1. Introduction

- 1.1 Council asked Overview and Scrutiny to review the Outside Bodies on which members sit, making sure they meet with Council objectives, and to make recommendations on the level of officer support for each organisation.
- 1.2 A questionnaire asking for information on the Outside Bodies and how they 'fitted' with the Council's objectives was sent to all Members and Officers on the Outside Bodies list. There was a reasonable response to the questionnaires and those responses received have been taken into account in forming the recommendations.

2. Recommendations

Deletions and Retention

- 2.1 The recommendations for deletion and retention, can be found at Annex 1. There is an element of natural wastage and an element of gentle pruning, however most of the evidence would suggest that there are good reasons for maintaining a presence on the remaining outside bodies.

Reporting back arrangements

- 2.3 Members of the Overview and Scrutiny Committee for Performance and Resources would also like to recommend a reporting back structure. They would like each Member to fill in a proforma report (to be found at Annex 3), to be returned either monthly, quarterly or annually depending on the contribution that that body makes to the Council's operations.

It is recommended that those reports are fed back to the appropriate Overview and Scrutiny Committee via the Scrutiny Support Officer. This will allow for overall continued monitoring and for timely distribution within the Council. Members are also reminded of the need to file all appropriate agendas and minutes in the

respective file in the Members' Room.

Officer support

- 3.1 As far as officer support is concerned, Members of the Overview and Scrutiny Committee for Performance and Resources wished to keep a contact officer against each of the outside bodies, and would recommend to those Members appointed that they negotiate the level of support they require with that officer. Details of both the contact officers and the Members appointed can be found at Annex 2.



Members on Outside Bodies Annual Review Feedback Form

Please complete and return to Democratic Services by (insert date)

Name of Councillor:

Name of Outside Body:

Frequency of meetings:

Annual/Six monthly/Quarterly/Monthly/Weekly/no
formal cycle

Number of meetings attended:

How does representing the Council on this Outside Body support the aims and objectives of the Council and has there been any activity that has demonstrated this? Please give examples.

How does representing the Council on this Outside Body support the Outside Body and has there been any activity that has demonstrated this? Please give examples.



Do you have any further comments?

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Please return to Democratic Services by (insert date)

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