

## **COPYTHORNE PARISH COUNCIL MEETING TUESDAY DECEMBER 8<sup>TH</sup> 2020**

### **Item 16 – Review of Terms of Reference for representing the Parish Council on Outside Bodies**

At a Council meeting earlier this year I was asked to consider a review of the Terms of Reference for representing the Parish Council on Outside Bodies (“ToR”).

The current ToR were adopted at the Council’s meeting on May 8<sup>th</sup> 2018 and a copy is attached as Appendix 1.

Attached as Appendix 2 is a proposed revision. Suggested deletions from the existing ToR are annotated by being struck through and additions are annotated by bold red text.

Changes of note are:-

- a. How reporting back to Council should happen.
- b. What should be done if an appointed representative cannot attend a specific meeting.
- c. How a councillor should raise an issue with an outside body that we have appointed a representative to.
- d. The difference between outside bodies that we have appointed a councillor representative to and those where we have (or may wish) to appoint a liaison contact.

#### **RECOMMENDATION:-**

That the Council approves Appendix 2 as a revision of the Terms of Reference for representing the Parish Council on Outside Bodies.

David Rigby  
Clerk to Copythorne PC  
November 24<sup>th</sup> 2020

## **APPENDIX 1 - EXISTING – Adopted May 8<sup>th</sup> 2018**

### **Terms of reference for representing the Parish Council on committees, working parties and outside bodies**

#### **Background**

Councillors represent the Parish Council on a number of outside committees and bodies.

They are not there in an individual capacity but attend to represent the Parish Council. Any views or opinions expressed must represent the Parish Council views.

This representation is an important element of community engagement and ensures a dialogue between the Parish Council and the community. Relevant key issues from committees and groups can be brought to the Parish Council, discussed at Council meetings and agreed; agreed items from the Parish Council can be reported to groups and committees.

For this representation to work effectively it is important that the following process is followed.

#### **The Process**

1. Membership on committees, working parties and outside bodies is agreed at a Parish Council meeting. For every group a Parish Councillor represents they must :
  - Let the Parish Council know in advance when meetings are to take place and the agenda. This enables the Parish Councillor attending to represent the Parish Council views.
  - Attend meetings and represent the views of the Parish Council.
  - Report relevant items back to the next Parish Council meeting by way of an agreed item and written report.
  
2. If a Parish Councillor can no longer represent the Parish Council on any committee, working party or outside body they must report this to the Parish Council.

#### **Associated Copythorne PC Outside Bodies**

- New Forest Association of Local Councils
- Hampshire Association of Local Councils
- New Forest Consultative Panel
- New Forest National Park Authority N.E. Quadrant Meeting
- Parish Hall Management Committee
- Copythorne C of E Infant School
- Bartley C of E Junior School
- Community Speed Watch
- FOCIP

## APPENDIX 2 – PROPOSED REVISION – November 2020

Words removed from existing have been ~~struck through~~

Words added have been entered in **bold red**

**Terms of reference for representing the Parish Council (“the Council”) on committees, working parties and outside bodies (“outside bodies”)**

### BACKGROUND

Parish Councillors (“councillor”) represent the Council on a number of outside ~~committees and~~ bodies.

They are not there in an individual capacity but attend to represent the Council. Any views or opinions expressed must represent the Parish Council views. **They cannot make a decision which affects or binds the council in any way without Council approval.**

This representation is an important element of community engagement and ensures a dialogue between the Council and the community. Relevant key issues from ~~committees and groups~~ **such outside bodies** can be brought to the Council **and where required**, discussed at Council meetings and agreed. Agreed items from the Council can be reported to ~~groups and committees~~ **outside bodies.**

For this representation to work effectively it is important that the following process is followed.

### THE PROCESS

Membership on ~~committees, working parties and~~ outside bodies is agreed at a Council meeting. For every ~~group~~ **such body** a councillor represents the Council on they must:-

- Let the ~~Parish Council~~ **Clerk** know in advance when meetings are to take place and the agenda **(where produced), so that all members can be informed.** This enables the councillor attending to represent the Council’s views.
- Attend meetings and represent the views of the Council.
- Report relevant items back to the next Council meeting by way of an ~~agendered item and written report~~ **as part of a written report, usually within Chairman’s or Councillors’ Reports unless a Council decision on a specific point is required when a request for separate agenda item must be made to the Clerk.**

**(NOTE: There may be occasions when the timeframe between the meeting of the outside body and the next Council meeting means that the delivery of a written report is not possible. In these circumstances the councillor representing the Council may provide a verbal report and follow that up with a written report to the Clerk which will be distributed to all members of the Council).**

**If a councillor is unable to attend a meeting of any outside body to which they have been appointed they must report this to the Clerk who will arrange, where allowed by that outside body, for an alternative councillor (or the Clerk as an observer) to represent the Council.**

If a councillor can no longer represent the Council on any ~~committee, working party or~~ outside body **to which they have been appointed** they must report this to the ~~Parish Council~~ **Clerk who will inform the Council and arrange via an agenda item at the Council's next meeting for a replacement to be appointed.**

**If any councillor other than the appointed representative wishes to raise a matter with any outside body on which the Council has a representative then this should be advised to the Clerk who will, following a discussion with the representative, arrange for the matter to be raised with that outside body.**

## **OUTSIDE BODIES**

- New Forest Association of Local Councils
- Hampshire Association of Local Councils
- New Forest Consultative Panel
- **New Forest Passenger Transport Forum**
- New Forest National Park Authority N.E. Quadrant
- **NFNPA Forest North East Conservation Area Review Working Group**
- Copythorne Parish Hall Management Committee

## **LIAISON COUNCILLORS**

**In addition to specific representation (following invitation; entitlement; or legal requirement) as detailed above, the Council will - from time to time – appoint a councillor to act as it's liaison (link) to other outside bodies within the Parish, such as :-**

- **Local Schools**
- **Youth Organisations (scouts & guides)**
- **Royal British Legion**

**This will allow such bodies to know who to speak to on the council and also ensure a consistent approach with requests from/to them. Any discussions between the appointed councillor and outside body is to be reported to the Clerk**