



Buckinghamshire County Council

Report

Cabinet Member for Community Services

Decision to be taken on or after 5 October 2001

Cab Member Report No. CS19/01

Date 1 October 2001

Title **Appointments to Outside Bodies**

Author Acting Head of Legal and Administrative Services

Contact Officer Daniel Bradley (01296) 382233

Electoral Divisions Affected Various

Summary

This report asks the Cabinet Member to appoint members to those outside bodies that were determined to fall within their purview under the revised appointing procedure agreed by the Cabinet on 23 April 2001.

Recommendation

- (i) **The Cabinet Member is invited to make appointments to the outside bodies set out in the attached appendix A.**
- (ii) **The Cabinet Member is asked to complete the enclosed Contract of Appointment (an example of which is set out at appendix B) for each appointment, and in doing so, to determine each appointment's duration, the date for its review and the frequency at which reports back should be made.**

A. The decision required, and why it is needed

The attached appendix A lists the organisations to which the Cabinet Member is entitled/invited to make appointments. This appendix also provides details relating to the number of appointments the Cabinet Member is now entitled to make to each organisation and the frequency of their meetings.

B. Recommended action, and the reasons for this

Nomination Process

In the interests of providing an equality of opportunity to nominate potential appointees, each of the Council's three political Group Leaders (Mr W J Y Chapple for the Conservative Group) has been consulted and invited to put forward nominees for appointment to each organisation. Where such nominations have been forthcoming, these are identified alongside the relevant organisation for the Cabinet Member's consideration.

In the period between the initial request for Group nominations and the production of this report, several new organisations have come forward requesting the Council's representation and further organisations to which the Council has previously made appointments have also been identified. Consequently, each Group Leader has been invited to submit further nominations for appointment to these organisations. Such organisations are listed in the attached appendix A and can be identified as those where nominations received are denoted as 'awaited'. A separate report requesting the determination of appointments to these organisations will be produced once all Group Leader's nominations have been received.

Contract of Appointment

At its 23 April 2001 meeting, the Cabinet resolved that a "Contract of Appointment" should be drawn up for each member appointment in order to clearly lay out the purpose of the organisation and the expected role of the Council's appointee(s) within the organisation. These Contracts also permit the appointing body the flexibility to determine on an appointment-by-appointment basis the duration of the appointment, the date for the review of the appointment and the frequency at which the appointee should make reports back from the organisation (it should be noted that at its 23 April 2001 meeting, the Cabinet resolved that appointments should be reviewed after one year of the new Council.). Copies of the blank Contracts for those appointments that the Cabinet Member is asked to determine are enclosed as appendix B. Blank Contracts for appointments to the additional organisations will be enclosed with the separate report referred to above.

Reporting Back Process

The Cabinet further agreed at its 23 April 2001 meeting that a simple template should be produced to assist appointees to report back from each organisation in a standard format. An example of this template is attached as appendix C. Copies of this template will be made available to all members following their appointment.

When the decision will be implemented

Each appointment will take effect as soon as the Contract of Appointment has been completed and signed by the Cabinet Member and the appointee. The completed Contracts will be kept on file in the Committee Services Office.

C. Other options available, and their pros and con

No further or alternative options have been considered in light of the Cabinet's agreement of this revised appointing procedure.

D. Resource implications

Attendance at meetings of organisations to which the Cabinet Member makes appointments may qualify for the payment of allowances. The Member's Scheme of Allowances, reproduced in Part 6 of the Council's Constitution, identifies which organisations qualify and which allowances are payable.

E. Other implications

None to be reported.

F. Feedback from consultation and Local Member views

Please refer to the above paragraphs on the Nomination Process.

G. Communication issues

Following publication of this report, and subject to the Cabinet Member's decision, each of the organisations to which appointments are made will be informed of the appointments in writing. Each of the appointees will be sent a copy of this notification.

H. Other issues

None to be reported.

Background Papers

Buckinghamshire County Council's Member's Scheme of Allowances
Report of the Head of Secretariat to Council on 28 June 2001

Copies may be obtained from the Contact Officer

Decision Taken:

Signed: _____

Date: _____

Decision Not Taken:

Signed: _____

Date: _____

Reason: _____

Your questions and views

If you have any questions about the matters contained in this paper please get in touch with the Contact Officer whose telephone number is given at the head of the paper.

*If you have any views on this paper that you would like the Cabinet Member to consider, or if you wish to object to the proposed decision, please inform the Head of Cabinet Support by **5.00 p.m. on Thursday, 4 October 2001**. This can be done by telephone (to 01296 382966), Fax (to 01296 383441), or e-mail to cabinet@buckscc.gov.uk*