

COUNCILLOR APPOINTMENTS TO COMMITTEES AND EXTERNAL BODIES

Report Author: Governance Coordinator
Responsible Officer: Director Corporate Services
Ward(s) affected: (All Wards);

The author(s) of this report and the Responsible Officer consider that the report complies with the overarching governance principles and supporting principles set out in the Local Government Act 2020.

CONFIDENTIALITY

This item is to be considered at a Council meeting that is open to the public.

SUMMARY

Each year Council appoints representatives to several committees and external bodies.

Approval is sought to appoint Council representation to the committees and external bodies listed for the period December 2024 to November 2025.

A list of the appointments recommended to be made to committees and external bodies is included at Attachment One.

RECOMMENDATION

That Council approve the appointment of representatives to committees and external bodies for the period December 2024 to November 2025, as per Attachment 1 to the report.

RELATED COUNCIL DECISIONS

Current appointments to committees and external bodies were made at the Council meeting held on 12 December 2023.

DISCUSSION

Purpose and Background

The appointment of representatives to committees and external bodies ensures that the interests of Council can continue to be properly represented, together with those of the wider community. As delegates, Councillors are provided with an opportunity at each Council Meeting to provide verbal reports in respect of their attendance at meetings of the committees and external bodies to which they have been appointed.

Requirements for all appointees representing Council

In considering the appointments to committees and external bodies, it is important that Councillors:

1. Clearly understand the basis of their appointment.
2. Commit to attending meetings of committees and external bodies they have been appointed.
3. Recognise the differences in their obligations as a delegate or member of the governing body of an external organisation.
4. Understand that in claiming any reasonable, bona-fide out of pocket expenses incurred as a result of their appointment, they are required to sign a declaration that they have not received reimbursement from any other sources.
5. Understand that the provisions of the Councillor Code of Conduct apply when representing Council on external organisations.
6. Are aware that the *Local Government Act 2020* and Local Government (Integrity and Governance) Regulations 2020 provide for an exemption from the conflicts of interest requirements for Councillors, where an interest only arises because they are the representative of Council on a not-for-profit organisation, and they receive no personal advantage or remuneration from the not-for-profit organisation.
7. Report back to Council on meetings they have attended of the body or organisation they have been appointed to and ensure minutes are made available to their fellow Councillors. Provision is made on the agenda of each Council Meeting for this to occur.

FINANCIAL ANALYSIS

Any costs associated with a Councillor's role as delegate can be met from within approved operational budgets.

APPLICABLE PLANS AND POLICIES

The appointment of representatives to the committees and external bodies listed ensures that the interests of Council continue to be properly represented, together with those of the wider community, and therefore contributes to meeting Council's strategic objectives.

RELEVANT LAW

Advisory committees are defined in the *Local Government Act 1989* as being any committee established by the Council, other than a special committee, that provides advice to the Council or a special committee or a member of Council staff who has been delegated a power, duty or function of the Council.

SUSTAINABILITY IMPLICATIONS

Economic Implications

There are no economic impacts associated with this report.

Social Implications

Councillors can attend and report back to Council on the meetings, activities and events of the committees and external bodies to which they have been appointed.

Environmental Implications

There are no environmental impacts associated with this report.

COMMUNITY ENGAGEMENT

No community consultation has been undertaken in respect of the recommendations in this report. The committees and external bodies listed within the attachment to this report will be notified of appointments once made by Council.

COLLABORATION, INNOVATION AND CONTINUOUS IMPROVEMENT

Not relevant.

RISK ASSESSMENT

Councillors should consider the implications and responsibilities of being involved with committees and external bodies, as they must:

- Continue to comply with the Councillor Code of Conduct when acting as a representative of the Council.

- Comply with any code of conduct of the committee or external body they are appointed to if one exists.
- Councillors are recommended to ensure that when they take up their appointment with a committee or external body, they have access to the key documents regulating the organisation, such as its constitution or terms of reference, to ensure they are aware of what the body can and cannot do and receive a briefing on the body or their role within it if necessary.
- A risk exists if a delegate were to not regularly attend meetings of the body they have been appointed to. This could present a reputational risk for Council and furthermore hinder Council in furthering its priorities and those of the community.

CONFLICTS OF INTEREST

No officers and/or delegates acting on behalf of the Council through the Instrument of Delegation and involved in the preparation and/or authorisation of this report have any general or material conflict of interest as defined within the *Local Government Act 2020*.

ATTACHMENTS TO THE REPORT

1. Appointments to External and Other Bodies 2024-2025