

# CHESHIRE EAST COUNCIL

## REPORT TO: OUTSIDE ORGANISATIONS SUB-COMMITTEE

---

**Date of Meeting:** 23 November 2011  
**Report of:** Democratic Services and Registration Manager  
**Subject/Title:** Outside Organisations Sub-Committee Terms of Reference

---

### **1.0 Report Summary**

- 1.1 To reconsider the Terms of Reference of the Sub-Committee as requested by the Sub-Committee at its last meeting. The report contains the original and the revised Terms of Reference. In addition the procedure for considering new requests for representation, and the criteria to be used when making appointments to outside organisations, have been included as they have been introduced and developed since the original Terms of Reference were devised.

### **2.0 Decision Requested**

- 2.1 To consider revisions to the Terms of Reference and to recommend them to the Constitution Committee for approval.

### **3.0 Reasons for Recommendations**

- 3.1 The Sub-Committee asked for the revisions to be drafted with particular reference to the original items (c) and (d) which made reference to 'overseeing' appointments. Some members were unclear about the definition of the word in this context.

### **4.0 Wards Affected**

- 4.1 N/A

### **5.0 Local Ward Members**

- 5.1 N/A

### **6.0 Policy Implications including - Carbon reduction - Health**

- 6.1 N/A

## **7.0 Financial Implications (Authorised by the Director of Finance and Business Services)**

7.1 No financial issues can be identified as arising from the proposals in this report.

## **8.0 Legal Implications (Authorised by the Borough Solicitor)**

8.1 No legal issues can be identified as arising from the proposals in this report.

## **9.0 Risk Management**

9.1 No issues can be identified as arising from the proposals in this report.

## **10.0 Background and Options**

10.1 At its meeting on 24 June 2010 the Constitution Committee reconstituted the then Task Group (Outside Organisations) as a standing sub-committee of the Constitution Committee; it was entitled the Outside Organisations Sub-Committee and the Terms of Reference were agreed as follows:

- (a) To meet on an *ad hoc* basis;
- (b) To comprise six Members on a proportionate basis (4 Conservative, 1 Liberal Democrat and 1 Labour);
- (c) To oversee appointments in general to outside organisations;
- (d) To oversee appointments to Category 2-4 outside organisations, in general, and address any issues emerging in respect of those appointments;
- (e) To continue with its review of appointments to establish the effectiveness and appropriateness of representation;
- (f) To consider all new requests from outside organisations for representation on outside bodies;
- (g) Arising out of the process under (e) above to refer to Cabinet any organisation(s) deemed to be in Category 1; and
- (h) report back to the Constitution Committee as and when it considers appropriate;

10.2 These terms of reference were followed until 27 June 2011 when they were included as part of a general report on the role of the sub committee. Some members commented that the terms of reference required revision with particular reference to items (c) and (d) which made reference to 'overseeing' appointments as some members were unclear about the definition of the word in this context.

10.3 Taking into account comments made at the last meeting the Terms of Reference have been redrafted and are now shown below for consideration; they should be read in conjunction with both the procedure for (a) considering new appointments and (b) the criteria to be used when

making appointments to outside organisations which are attached as appendices A and B respectively.

#### Sub-Committee Proposed Revised Terms of Reference

- 10.4 The Sub Committee will comprise six Members on a proportionate basis (4 Conservative, 1 Liberal Democrat and 1 Labour) *N.B: In May 2011 agreements between the Whips was reached and the rules of political proportionality were not strictly observed.*

The Sub-Committee, which will meet on an *ad hoc* basis, will be responsible for the following:

- (a) Managing its own programme of work;
  - (b) Making recommendations, as and when appropriate to the Constitution Committee;
  - (c) Overseeing all appointments to Category 2 outside organisations, addressing any issues emerging in respect of those appointments;
  - (d) Reviewing representation to inform the appointments process for the next round of appointments [which take effect from the new Council in 2015];
  - (e) Considering new requests for representation, and assessing the appropriateness of including those organisations onto the schedule of approved organisations;
  - (f) Subject to the outcome of (e) above, make recommendations to the Cabinet in respect of any outside organisation deemed to be a Category 1; and make recommendations to the Constitution Committee in respect of Category 2 organisations;
  - (g) Reviewing, as and when appropriate, the Legal Guidance for Members Appointed to Outside Organisations;
  - (h) Conduct comprehensive reviews of representation, as and when appropriate, to establish the appropriateness of representation;
  - (i) Make recommendations to the Senior Member Development Officer in respect of training for Members representing the Council on outside organisations.
- 10.5 Members are now asked to consider the Terms of Reference, to revise them further if considered appropriate, and to recommend them to the Constitution Committee for approval.

#### **11.0 Access to Information**

The background papers relating to this report can be inspected by contacting the report writer:

Name: Cherry Foreman  
Designation: Democratic Services Officer  
Tel No: 01270 686463  
Email: [cherry.foreman@cheshireeast.gov.uk](mailto:cherry.foreman@cheshireeast.gov.uk)