

## Suggested Terms of Reference

### Consultation

- To take place with members appointed to outside organisations, Group Leaders, Whips and elected members to understand the role of Councillors in these organisations and the time commitment.
- With organisations to establish the role they see for Councillors in their organisation and the time they would expect Councillors to devote to their role.

### List of organisations

- Review Council representation on the organisations set out in paragraph 6.2
- Assess which of the current organisations' purposes align with the Council's aims and objectives as outlined in the Corporate Plan.
- Assess the role Councillors have in the organisations and assess its value to the Councillor and the Council.
- Provide a revised list of outside organisations to which councillors should be appointed.

### Openness and Transparency

- To consider how members appointed to outside organisations report back on the activity of that body to Council and what mechanism should be used, how frequently reports should be made and to where/whom.
- To consider an appropriate method for the publication of remuneration received by members from outside organisations.

### Legal Obligations

- Review the guidance to members appointed to outside organisations.
- Consider how the Council can minimise risk and protect the interests of itself and the members who represent it on outside bodies.

### Appointment Process

- In the light of the change to a new governance model, review the procedure for making appointments to outside organisations (excluding statutory and constitutional appointments).
- Review the procedure for dealing with casual vacancies.