

Dear.....

This letter is coming to you in your capacity as a Cheshire East Councillor Representative on.....,

The Outside Organisations Sub-Committee is currently carrying out a review of the Council's representation on all of its outside organisations, some of which are appointed by the Cabinet and some by the Constitution Committee. The aim of the review is to assess the effectiveness of the Council's representation. At the same time the organisations themselves are providing feedback as part of an ongoing process of ensuring that records and details in general are kept up to date.

In order to assist in the review the Sub-Committee would be very grateful if you could provide the following information:

1. How often has the outside body (named above) met since you were appointed to it in June this year?
2. Of these meetings how many have you been able to attend?
3. From your knowledge of the organisation do you consider the Council's representation to be worthwhile?
4. From your experience at the meetings do you consider your contribution as Cheshire East Member to have been of benefit to the outside body?

If you have any queries on the review, or wish to discuss it further, please ring Cherry Foreman on the above number, or contact her by email, as she is dealing with the responses on behalf of the Sub-Committee

Note for the Sub-Committee

- You may wish to consider asking for any other general views of the representative on the outside body that may assist in the review.
- Consideration also needs to be given to whether a printed letter should be sent or whether to send it electronically.