

## DRAFT

### REIGATE AND BANSTEAD BOROUGH COUNCIL

#### Overview and Scrutiny Committee

#### Appointments to Outside Bodies Review Panel

#### Scoping Report



#### Introduction and Background

1. The Overview and Scrutiny Committee on 18 December 2003 agreed to establish an Appointments to Outside Bodies Review Panel. The Committee appointed the following Members to serve on the Panel:

Councillors B.C. Cowle (Chairman); R.M. Bennett, Mrs M.P. Brewster, S.A. Kulka and B.A. Stead.

#### Aims and Objectives:

2. The Overview and Scrutiny Committee outlined the purpose of the review at the time of establishing the Panel. That outline has been expanded to present the overall objectives of the Review, which are to examine:
  1. the method by which the Council appoint representatives to serve on Outside Bodies;
  2. the level of support provided to the Council's representatives in relation to the Outside Bodies that they are appointed to serve on, including:
    - a. training and briefing arrangements; and
    - b. the 'ambassadorial' role of the Council's representative.
  3. the role and responsibilities that the Council's representatives undertake on Outside Bodies, including the method and frequency of reporting back to the Council;
  4. whether the Council needs to continue with membership of each Outside Body. This element of the review should take account of:
    - a. whether the appointments are statutory or made under terms of a Charitable Trust;
    - b. the views of the organisation to establish whether they wish the Council to continue to appoint representatives to serve on their body; and
    - c. the Council's wider community partnership work including the audit of bodies that support the aims and objectives of the Community Plan. (Note: the majority of outside body appointments are outside the scope of current Partnership Audit).

## **Projected outcomes:**

3. The projected outcomes of the Review are, in general, as follows:
  - To have reviewed the current process for appointments that are made to Outside Bodies;
  - To have taken account of existing reports/research;
  - To have received appropriate evidence either written or oral from, for example an appropriate selection of the Outside Bodies, the Council's representatives, or other community groups to assist the Panel to formulate its recommendations;
  - To establish criteria for the appointment of representatives to outside bodies and to review current appointments against these criteria;
  - To make proposals for the future operation of the Councils procedure and support for those appointed to serve on Outside Bodies including a timetable and an indication of any implications for the introduction of the recommendations; and

## **Those to be involved in the Review process**

4. The Panel may wish to seek evidence from an appropriate selection of the Outside Bodies, the Council's representatives on those Bodies and others as the Panel suggest.

## **Information to support the Review**

- Details of the current Outside Bodies, including statutory ones and the nominations procedure;
- Details of the current responsibilities of representatives appointed to serve on Outside Bodies;
- An analysis of the operation of the current procedure;
- Details of any existing research/reports undertaken;
- The views of the Outside Bodies on the Council's participation in their Body;
- Inviting the submission of evidence from representatives that serve on Outside Bodies and other witnesses as required by the Panel.

## **Corporate Governance**

5. It is open to the Review Panel to determine how it wishes to operate. Consideration of the above issues will assist the Panel in determining the way it wishes to operate and set out below are the key operational arrangements that the Panel should determine at its first meeting:
  - Whether meetings of the Panel should be open to the press and public to attend;
  - Location and timing of meetings;
  - Who it wishes to receive evidence from in gathering information;
  - Whether it wishes to co-opt appropriate specialists to advise the Panel;
  - Whether to put in place any publicity arrangements to advertise the meetings such as press releases, posters, articles in the Borough News and posting information on the website about the Review etc;
  - What information the Panel requires to undertake the Review;
  - To agree who to invite to present evidence and answer questions;

- To establish a mechanism for determining the overall scope of the questions to be put to the witnesses i.e. not the actual detailed questions but the general approach to assist in the overall preparation and any necessary resource allocation.

## Timetable

6. The first meeting of the Panel will be primarily introductory and seek to agree the Scoping Report and establish working arrangements. The Panel will possibly require a further 2 or 3 meetings. The schedule for those meetings is suggested below for the Panel's consideration which focuses on completing the review before appointments are made for the 2004/05 Municipal Year.

Meeting	Date	Purpose and Outcome
First meeting of the Panel	Late Feb 2004	To agree the Scoping Report for the Review.
Second meeting of the Panel	Early March	To receive the information required by the Panel and to hear evidence from those invited by the Panel.
Third meeting of the Panel	Mid April	To consider the results of the feedback from Outside Bodies invited to comment on the current review; and any findings arising from the information requested by the Panel. To compile recommendations to develop the Council's procedure for appointments to Outside Bodies.
Overview and Scrutiny Committee	5 May 2004	To receive the outcome and recommendations of the Review Panel and to agree the report to be submitted to the Executive on 20 May 2004.
Executive	20 May 2004	To consider the recommendations arising from this review in time for the appointments to be made for the 2004/05 Municipal Year.

## Officers in support of the review

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