

Policy

Title: External Bodies – Representations and Reporting on Activities

Category: Corporate Governance

Date Last Adopted: 24 August 2020

1. Objectives

The objective of this policy is to ensure proxy representatives are appointed, where allowable, to those bodies or organisations on which the Council is represented to ensure continuity of representation and reporting.

Additionally, the policy establishes the opportunity for annual reporting on activities of bodies and organisations on which the Council is represented.

2. Background

Where proxy representation is allowed by outside bodies and organisations on which the Council is represented, it is desirable to have such positions in place in the interests of continuity of representation and the flow of information.

The Council has historically received reports from its appointed representatives on external bodies and organisations.

3. Policy

That:

1. Where the Council has representatives on an outside body, it appoints a proxy to represent the Council on such bodies which have indicated that a proxy would be accepted in the absence of the duly appointed representative.
2. Reports from representatives on outside bodies be made once each year and an item for this purpose be listed annually on the Finance and Governance Committee agenda.
 - (i) The annual reporting, where possible, should include the number of meetings held by the body and the number of meetings which have been attended by the Council representative.

4. Legislation, Terminology and References

Responsible Officer:	Director Thriving Capital
Policy first adopted by the Council:	25/03/1985
History	
Amended by Council	24/01/2000
Amended by Council	07/03/2016
Amended by the Council	09/05/2016
Amended by the Council	23/09/2019
Amended by Council	24/08/2020
Next Review Date:	Within 2 years of last review.
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