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**REPORT TO:** **OVERVIEW AND SCRUTINY COMMITTEE**

**DATE:** **13 DECEMBER 2012**

**REPORT OF THE:** **HEAD OF CORPORATE SERVICES  
CLARE SLATER**

**TITLE OF REPORT:** **SCRUTINY REVIEW SCOPING REPORT - ROLE OF  
MEMBERS ON OUTSIDE BODIES AND AS MEMBER  
CHAMPIONS**

**WARDS AFFECTED:** **ALL**

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## **EXECUTIVE SUMMARY**

### **1.0 PURPOSE OF REPORT**

- 1.1 To present a draft scoping report to members of the committee for discussion and agreement as the basis for the next scrutiny review.

### **2.0 RECOMMENDATION**

- 2.1 That Members discuss the scope and the terms of reference for the review of members' role on outside bodies and as member champions.

### **3.0 REASON FOR RECOMMENDATION**

- 3.1 In order that the Overview and Scrutiny Committee can commission the next scrutiny review.

### **4.0 SIGNIFICANT RISKS**

- 4.1 No significant risks have been identified at this point but this will be reviewed as the review progresses.

### **5.0 POLICY CONTEXT AND CONSULTATION**

- 5.1 The topic of this review has been selected as a consequence of the work undertaken to review the role of the council in supporting a sustainable community and voluntary sector and follows on from one of the recommendations:

'That a review be undertaken to define members' roles as champions and board members of voluntary and community organisations'

## **6.0 REPORT DETAILS**

- 6.1 The aim of the review is to make recommendations to the policy committees and management team of the Council in order to make best use of the Council's corporate systems and of the Council's resources such as member and officer time and expertise.
- 6.2 The scope of the review could be as follows:
- To review the list of outside bodies and consider if representation on all of them is beneficial to the Council and Ryedale.
  - To find out more about the outside bodies on which RDC is represented, including remit of body, frequency, timing and venue of meetings, any trustee role and requirements, phone and email contacts, and websites.
  - To explore the use of the modern.gov committee management system to best effect to provide more information about outside bodies to both members and the public.
  - To consider any conflicts of interest for Members by sitting on outside bodies where they undertake a trustee role and how this may impact on members decision making role within the Council.
  - To consider ways of making more information about the activities of outside bodies accessible to Members.
  - To understand the role of member champions and review the themes of these.
  - To estimate the cost of representation on outside bodies to the Council and identify the value this may add for the Council and Ryedale.

Work undertaken as part of the review could include:

- An audit of current representation on outside bodies, roles of members and requirements of those bodies.
- A review of feedback from current member champions and representatives on outside bodies to inform future representation by members of the Council. To clarify the role and expectations of members understanding of their role as a trustee.
- A review of the member champion job description.
- A review of the role officers should play in supporting members in their role as representative, trustee or member champion.

Outcomes could include:

- Training for members as trustees or reps on outside bodies
- Modern.gov optimised for linking to outside body information and members feedback
- Developing a reporting or feedback mechanism for members who are trustees or represent the council to inform other members and the public of the work they undertake

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**Background Papers:**

The scrutiny review of the Role of the Council in supporting the Voluntary and Community Sector

## **Draft Terms of Reference for a Scrutiny Review of the Role of Members on Outside Bodies and as Member Champions**

<b>Aim of the Review</b>	To make best use of the Council's corporate systems and of the Council's resources such as member and officer time and expertise in relation to representation of the Council on outside bodies and as member champions.
<b>Why has this review been selected?</b>	<p>The topic of this review has been selected as a consequence of the work undertaken to review the role of the council in supporting a sustainable community and voluntary sector and follows on from one of the recommendations:</p> <p>'That a review be undertaken to define members roles as champions and board members of voluntary and community organisations'</p>
<b>Who will carry out the review?</b>	<p>The review will be carried out by a task group including:</p> <ul style="list-style-type: none"> <li>• A minimum of 2 members of the O and S committee (but open to all members of O and S)</li> <li>• The Democratic Services Manager</li> <li>• The Council Solicitor</li> <li>• Support will be provided by members of the Business Improvement Team</li> </ul>
<b>How the review will be carried out?</b>	<p>The task group will undertake the following activities:</p> <ul style="list-style-type: none"> <li>• An audit of current representation on outside bodies, roles of members and requirements of those bodies.</li> <li>• A review of feedback from current member champions and representatives on outside bodies to inform future representation by members of the Council. To clarify the role and expectations of members understanding of their role as a trustee.</li> <li>• A review of the member champion job description</li> <li>• A review of the role officers should play in supporting members in their role as representative, trustee or member champion.</li> </ul>
<b>What are the expected outputs?</b>	<p>It is expected that the task group will produce a report, summarising the evidence they have gathered and containing specific recommendations for the council's policy committees and management team.</p>
<b>Timescale</b>	<p>It is anticipated that the group will conclude the outcomes of the review in April 2013. Progress reports will be submitted to the committee throughout the review.</p>

CS version 1 – draft for 13.12.12 O&S