

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

Aim of the Review	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.
Scope of the Review	<p>That the scope for the review be as follows:</p> <ul style="list-style-type: none"> • 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 decisions making role within the Council. • To consider paperless 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. • To investigate how we can ensure Members appropriate skills are used when assigning Members to organisations. • To consider whether appointments to outside bodies should be political. • To prepare a recommendation for Council on if and when these appointments should be political. • To consider how many organisations receive regular Council funding and how many of these do not have either Member or officer Council representation on them.
Why has this review been selected?	<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>
Who will carry out the review?	<p>The review will be carried out by a task group including:</p> <ul style="list-style-type: none"> • A minimum of 2 members of the O and S committee (but open to all members of O and S) • The Democratic Services Manager • The Council Solicitor • Support will be provided by members of the Business Improvement Team
How the review will be carried out?	<p>The task group will undertake the following activities:</p> <ul style="list-style-type: none"> • 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

	<p>members of the Council. To clarify the role and expectations of members understanding of their role as a trustee.</p> <ul style="list-style-type: none"> • 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.
What are the expected outputs?	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.
Timescale	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.