

Report Title:	<b>Appointments to Outside and Associated Bodies</b>
Contains Confidential or Exempt Information	No - Part I
Cabinet Member:	Councillor Simon Werner – Leader of the Council and Cabinet Member for Community Partnerships, Public Protection and Maidenhead
Meeting and Date:	Cabinet – 29 June 2023
Responsible Officer(s):	Elaine Browne – Head of Law and Governance
Wards affected:	All

## **REPORT SUMMARY**

*This report deals with the appointment of representatives to serve the Council on a number of associated and outside bodies, see Appendix B. The appointment of council representatives provides support to, and engagement with, a wide variety of bodies including charities and community organisations at both the local and regional level.*

### **1. DETAILS OF RECOMMENDATION(S)**

**RECOMMENDATION: That Cabinet notes the report and:**

- i) Appoints representatives to serve on the organisations listed in Appendix B.**
- ii) Delegates authority to the Head of Law and Governance, in consultation with the Leader of the Council and Leaders of the Opposition Groups, to fill any ad hoc vacancies that might arise through the year from nominations received or make any changes to appointments as required.**

### **2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED**

- 2.1 Appointments to a number of outside bodies are made by the Council. The schedule attached in Appendix B details the appointments due in June 2023 and indicates the nominations received for each body. Where organisations have stipulated or have expressed a preference that the representative appointed be a serving Councillor, this is indicated.
- 2.2 Appointments are made on a one, two, or four-year basis as determined by the organisation's own constitution or terms of reference. Bodies which have previously been appointed to on a three-year basis have, with the organisation's consent, been amended to being appointed to on either a one, two, or four-year basis instead. This will allow the appointments to align with the borough's election cycle going forward.

- 2.3 Cabinet last made appointments to all outside bodies in June 2019, therefore appointments which have a term of one year, two and four years are included for consideration. Due to the change in political administration, all other outside bodies have also been included on Appendix B, including where representatives are appointed until resignation. This is shown in case the new administration would like to change the representatives that have been appointed to these bodies.

## Options

**Table 1: Options arising from this report**

Option	Comments
To appoint representatives to the outside bodies as detailed in Appendix B and review any vacancies.  <b>This is the recommended option.</b>	Group leaders and Councillors not in a political group have been given the opportunity to put forward nominations for appointments.
Not to appoint representatives to the outside bodies as detailed in Appendix B.	Not appointing would mean the Council was not represented on a number of outside bodies within the local authority.

## 3. KEY IMPLICATIONS

**Table 2: Key Implications**

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
% Council representation on outside and associated bodies where it is considered appropriate to have a representative.	Less than 80%	80-90%	91-95%	96-100%	June/July 2023

## 4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 There are no financial implications directly arising from this report that are not already covered by existing budgets.

## 5. LEGAL IMPLICATIONS

- 5.1 The Council's Constitution stipulates that the Cabinet shall make appointments to external bodies in accordance with paragraph 19 of Schedule 2 of the Local Authorities (Functions & Responsibilities) (England) Regulations 2000 as amended.

## 6. RISK MANAGEMENT

**Table 3: Impact of risk and mitigation**

<b>Risk</b>	<b>Level of uncontrolled risk</b>	<b>Controls</b>	<b>Level of controlled risk</b>
Lack of representation on relevant outside and associated bodies.	Medium	Promotion of all available appointments to all Councillors.  Careful consideration of feedback from organisations where a reduction in representation is proposed.	Low

## 7. POTENTIAL IMPACTS

- 7.1 Councillors appointed to associated and outside bodies ensure good governance and promote partnership working within the Royal Borough.
- 7.2 Reduced or cessation of Councillor representation on individual associated and outside bodies could require the organisation to amend their constitution or terms of reference.
- 7.3 Equalities: All Councillors can be nominated for appointment. Where allowed by the organisation's constitution, a council representative can be a non-Councillor. An EQIA screening document is available at Appendix A.
- 7.4 Climate change/sustainability: No impacts identified.
- 7.5 Data Protection/GDPR: Contact details for all appointees are shared with the relevant organisation in accordance with the relevant [Privacy Notice](#).

## 8. CONSULTATION

- 8.1 All Group Leaders, and Members not in a political group, have been given the opportunity to put forward nominations for appointment.

## 9. TIMETABLE FOR IMPLEMENTATION

9.1 Implementation date if not called in: Immediately

**Table 4: Implementation timetable**

Date	Details
June 2023	Cabinet Decision made.
July 2023	Organisations and Councillors informed through appointment letters.

## 10. APPENDICES

10.1 This report is supported by two appendices:

- Appendix A – Equality Impact Assessment
- Appendix B – Proposed nominations to outside and associated bodies

## 11. BACKGROUND DOCUMENTS

11.1 This report is supported by two background documents:

- [The Council's Constitution – Part 7E – Advice to Members \(Duties on Outside Bodies\)](#)
- Annual Reports – Council Representatives on Outside Bodies 2022/23 (Available on request)

## 12. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory:</i>			
<i>Statutory Officer (or deputy)</i>			
Andrew Vallance	Head of Finance/Interim S151 Officer	25/05/23	09/06/23
Elaine Browne	Head of Law & Governance/ Interim Monitoring Officer	18/05/23	18/05/23
<i>Deputies:</i>			
<i>Mandatory:</i>			
<i>Procurement Manager (or deputy) - if report requests approval to go to tender or award a contract</i>			
Lyn Hitchinson	Procurement Manager	N/A	N/A
<i>Mandatory:</i>			
<i>Data Protection Officer (or deputy) - if decision will result in processing of personal data; to advise on DPIA</i>			
Samantha Wootton	Data Protection Officer	N/A	N/A
<i>Mandatory:</i>			
<i>Equalities Officer – to advise on EQiA, or agree an EQiA is not required</i>			

Ellen McManus-Fry	Equalities & Engagement Officer	25/05/23	26/05/23
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Stephen Evans	Chief Executive	25/05/23	
Andrew Durrant	Executive Director of Place	25/05/23	
Kevin McDaniel	Executive Director of Adult Social Care & Health	25/05/23	
Lin Ferguson	Executive Director of Children's Services & Education	25/05/23	30/05/23
<i>Heads of Service (where relevant)</i>			
	Head of .....		
	Head of .....		
	Head of .....		
<i>External (where relevant)</i>			
N/A			

Confirmation relevant Cabinet Member(s) consulted	Councillor Simon Werner – Leader of the Council and Cabinet Member for Community Partnerships, Public Protection and Maidenhead	Yes
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## REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Key decision  First entered into the Cabinet Forward Plan: 24/04/23	No	No

Report Author: Mark Beeley, Principal Democratic Services Officer – Overview and Scrutiny  
[mark.beeley@rbwm.gov.uk](mailto:mark.beeley@rbwm.gov.uk)  
01628 796345

# Equality Impact Assessment

For support in completing this EQIA, please consult the EQIA Guidance Document or contact [equality@rbwm.gov.uk](mailto:equality@rbwm.gov.uk)

## 1. Background Information

Title of policy/strategy/plan:	Appointments to Outside and Associated Bodies
Service area:	Democratic Services
Directorate:	Governance

### **Provide a brief explanation of the proposal:**

- What are its intended outcomes?
- Who will deliver it?
- Is it a new proposal or a change to an existing one?

The aim of the proposal is to appoint council representatives to a number outside and associated bodies.

Cabinet will confirm representatives and Democratic Services will inform relevant organisations and representatives.

Outside Bodies are appointed to in June each year.

## 2. Relevance Check

### **Is this proposal likely to directly impact people, communities or RBWM employees?**

- If No, please explain why not, including how you've considered equality issues.
- Will this proposal need a EQIA at a later stage? (for example, for a forthcoming action plan)

All Councillors can be nominated for appointment. Where allowed by the organisation's constitution, a council representative can be a non-Councillor.

All Group Leaders have been asked to provide nominations, with details listed as part of Appendix B. All nominations will be considered by Cabinet before making a final decision on who the representative for each outside body will be.

If 'No', proceed to 'Sign off'. If unsure, please contact [equality@rbwm.gov.uk](mailto:equality@rbwm.gov.uk)

### 3. Evidence Gathering and Stakeholder Engagement

**Who will be affected by this proposal?**

For example, users of a particular service, residents of a geographical area, staff

**Among those affected by the proposal, are protected characteristics (age, sex, disability, race, religion, sexual orientation, gender reassignment, pregnancy/maternity, marriage/civil partnership) disproportionately represented?**

For example, compared to the general population do a higher proportion have disabilities?

**What engagement/consultation has been undertaken or planned?**

- How has/will equality considerations be taken into account?
- Where known, what were the outcomes of this engagement?

**What sources of data and evidence have been used in this assessment?**

Please consult the Equalities Evidence Grid for relevant data. Examples of other possible sources of information are in the Guidance document.

## 4. Equality Analysis

Please detail, **using supporting evidence**:

- How the protected characteristics below might influence the needs and experiences of individuals, in relation to this proposal.
- How these characteristics might affect the impact of this proposal.

Tick positive/negative impact as appropriate. If there is no impact, or a neutral impact, state 'Not Applicable'

More information on each protected characteristic is provided in the Guidance document.

	Details and supporting evidence	Potential positive impact	Potential negative impact
Age			
Disability			
Sex			
Race, ethnicity and religion			
Sexual orientation and gender reassignment			
Pregnancy and maternity			
Marriage and civil partnership			
Armed forces community			
Socio-economic considerations e.g. low income, poverty			
Children in care/Care leavers			



## 5. Impact Assessment and Monitoring

*If you have not identified any disproportionate impacts and the questions below are not applicable, leave them blank and proceed to Sign Off.*

**What measures have been taken to ensure that groups with protected characteristics are able to benefit from this change, or are not disadvantaged by it?**

For example, adjustments needed to accommodate the needs of a particular group

**Where a potential negative impact cannot be avoided, what measures have been put in place to mitigate or minimise this?**

- For planned future actions, provide the name of the responsible individual and the target date for implementation.

**How will the equality impacts identified here be monitored and reviewed in the future?**

See guidance document for examples of appropriate stages to review an EQIA.

## 6. Sign Off

<b>Completed by:</b> Mark Beeley	<b>Date:</b> 18/05/23
<b>Approved by:</b>	<b>Date:</b>

If this version of the EQIA has been reviewed and/or updated:

<b>Reviewed by:</b>	<b>Date:</b>
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