

Stonesfield Parish Council

Appointment of Representatives to Outside Bodies Policy

1. Introduction

The Parish Council recognises the value of appointing representatives to outside bodies and organisations, in order to strengthen partnership working, support the local community, and ensure that the Council's views are heard. This policy sets out the process for making such appointments, and the responsibilities of councillors who are appointed.

2. Appointment of Representatives

- Representatives will normally be appointed at the Annual Meeting of the Council each year.
- Appointments may also be made at other meetings if vacancies arise.
- Appointments will be made by resolution of the Council.
- The Council may appoint councillors or, where appropriate, non-councillors to represent it, but the decision rests with Full Council.

3. Criteria for Appointment

In making appointments, the Council will consider:

- The relevance of the outside body's purpose to the Parish Council's aims.
- The skills, knowledge, and interest of the proposed representative.
- The need to ensure fair distribution of duties among councillors.
- The time commitment required.

4. Responsibilities of Representatives

Appointed representatives are expected to:

- Attend meetings of the outside body where reasonably possible.
- Represent the Parish Council's interests and views.
- Report back to the Council on the work of the outside body, normally via written or verbal reports.
- Ensure that they distinguish between their role as a Parish Council representative and any personal views.
- Comply with the Parish Council's Code of Conduct at all times.

5. Reporting Back

- Representatives should provide updates to Council at least annually, and more frequently if significant matters arise.
- Reports should be factual, brief, and focus on matters relevant to the Parish Council.

6. Term of Appointment

- Appointments will usually run until the next Annual Meeting of the Council, unless otherwise agreed.
- Representatives may resign from their role at any time by notifying the Clerk.
- The Council may withdraw or reallocate an appointment at its discretion.

7. Conflicts of Interest

Representatives must declare any disclosable pecuniary interests or other interests in accordance with the Code of Conduct and may need to withdraw from discussions either at Council or at the outside body if conflicts arise.

8. Support and Review

- The Clerk will keep a record of all current appointments.
- This policy will be reviewed every three years or sooner if required.

Adopted: 1st October 2025

Reviewed: 56 May 2026