**Outside Body Representatives**

At its Annual General Meeting Henfield Parish Council appoints a number of Councillors to serve as Outside Body Representatives.

A Council representative on an outside body is exactly that: he/she represents the Council as a body rather than acting in a personal capacity.

This means that a Council representative must always act in accordance with Council policies and bear in mind the limitations of the Parish Council as local government.

Council representatives on outside bodies allow those bodies to tap into the expertise and knowledge of the Council, draw their attention to opportunities for funding and councilor’s links with other public sector organisations, such as the County and District councils and the Police.

* A Council representative should not commit Council resources or support, whether financial or ‘in kind’, to an outside body but should bring all such requests back to Council in writing for consideration.
* A Council representative may need to manage expectations in regard to what HPC can and can’t carry achieve.
* Administrative support by Council staff is not available to outside bodies
* Council representatives should update Council regularly (ideally after each meeting of the organization) about the outside bodies they are involved in. Reporting any points of relevance to the Council, any major new initiatives or issues which might impact the operation of these organisations.

General Advice to Representatives on Outside Bodies:

• Ensure that you know the legal status of the organisation - read their constitution.

• Make any general declarations of interest at the first board meeting (if applicable)

• Act with integrity;

• Discuss any new activities with Parish Office (you may need to provide them with copy papers).

• Ask questions and make reasonable enquiries;

• Observe duties of confidentiality (in both directions);

• Carefully consider any conflicts of interest, declare interests, and if appropriate, leave the room for consideration of the business;

• Do not vote on any matters unless the council had requested you vote on their behalf.

*Councilors are reminded that under the Parish Council Code of Conduct, members on an outside body in a position of general control or management and to which they are appointed or nominated by Council, must declare an interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting, but otherwise must not take part in any discussion or vote on the matter.*

Where there are financial or land ownership links between these organisations and the Parish Council (marked with an \* below) it is recommended that Councilors join Committee Meetings as a member and consider becoming trustees where appropriate.

Any correspondence with an outside body should be copied to the Parish Office

The current list of outside Bodies where Council has a representative is subject to annual review but the current list is as follows;

\*Commons Joint Committee –.

\*Henfield Community Partnership

\*Henfield Hall - the Chairman of Finance Risk & Change & Museum Committee representative if elected

\* Henfield Leisure Centre

\*Horsham Association of Local Councils x 2 representatives

\*Henfield Youth Club

Henfield Haven

Henfield Medical Centre

St Peter’s School

Sustainable Henfield 2030

\*Trustees of Clarks Mead Trust (the appointed representative of Henfield Parish Council automatically becomes a trustee).