

**PROTOCOL ON THE ROLE OF
REPRESENTATIVES ON KEY OUTSIDE
BODIES IN REPRESENTING THE
INTERESTS OF THE COUNCIL**

The role of representatives on key outside bodies in representing the interests of the Council

The role of Leader of the Council requires that the post holder should represent the interests of the Council and the Kirklees community as a whole through contacts with statutory external agencies and partnerships, neighbouring councils, sub-regional, regional, national and international bodies. The Deputy Leader is expected to fulfil the same role when the Leader is not available or when deputed to do so.

Similar expectations apply to Cabinet Members where the external contacts relate to their portfolios or at the Leader's request and other Members representing the Council.

The prime source of the authority of the Leader, Deputy Leader, Cabinet member and other representatives in these external contacts derives from his or her status as the person elected to the role by the full Council.

The Leaders and portfolio holders of all Groups have a duty to ensure that their Members views are openly and fully expressed in these briefings and meetings.

Steps should be taken by all representatives to make sure that they report as accurately as possible the balance of views across the Council and the community as a whole. They may also wish to indicate a distinct view based on discussions within the Executive.

All representatives must ensure that a record is available of significant discussions with external bodies, either in the form of minutes or meeting notes, or in the form of a personally prepared note, subject to constraints of confidentiality.

Cabinet Committee All-party Briefings on portfolio issues should be used to report back issues which may be of **substantial** interest across the Council.

All representatives will be expected to keep the Council informed of significant issues arising from external contacts and to respond at Cabinet and Cabinet Committee All-party Briefings to questions arising from such contacts.

Process

- As a standard item on Cabinet Committee All-party Briefings this will cover feedback on activity undertaken in the previous period and activity planned in the next period. Depending on timescale this will be written feedback, using an agreed simple template, or a verbal report.
- The Council Meeting procedure rules include provision for Members to ask questions about this activity.
- A feedback form will be required when Members are involved in informal discussions on issues of major concern outside formal meetings and when they are representing the views of Council.
- This process has to be subject to the confidentiality rules of organisations and to the requirements of Company Law.

- When the representatives are not members of the Cabinet they will be expected to attend the appropriate meeting of the Cabinet Committee All-party Briefings when **substantial** issues have been raised. These meetings provide an opportunity for an in-depth assessment of what Kirklees is trying to achieve, how successfully we are doing that and future tactics.
- If there is more than one representative at a meeting they can either all complete a pro-forma to feedback or agree a common collective one (if there is a designated lead member s/he could take the lead on this, if not it should be the cabinet member or other senior member).
- Any members nominated to any associated party (being a public body, or other unincorporated organisation) must follow the principles contained within this document, particularly in ensuring an approach that aligns with council policy, recognises the position of all parts of the council (especially if views are not unanimous) and specifically not present a personal partisan approach.
- Those nominated to companies and charitable bodies should attempt to achieve broadly the same intentions, but recognise that in acting as a director, or trustee, the needs and interests of the body must be the primary consideration. Any doubts or concerns about an approach to be taken should be discussed with the Monitoring Officer.