

**To: City Executive Board**

**Date:** 1st July, 2009

**Item No:**

**Report of:** Head of Legal and Democratic Service

**Title of Report:** NOMINATIONS TO OUTSIDE AND OTHER BODIES

### **Summary and Recommendations**

**Purpose of report:** To agree nominations to outside and other bodies for the 2009/10 Council Year and nominations to Charitable Trusts

**Key decision?** No

**Executive lead member:** Councillor Price

**Report approved by:**

**Finance:** Emma Burson

**Legal:** Emma Griffiths

**Policy Framework:** None

**Recommendation(s):** The Board is recommended to:-

1. nominate representatives to the bodies listed in Appendix I to this report; and in so doing take consideration of the observations set out in paragraphs 1.4 and 3.2 below;
2. consider nominating a representative to the Oxford Hub;
3. agree the nomination of the Executive Director, City Regeneration as a charitable trustee and the City Council's representative on the Oxford Inspires Board of Directors;
4. note the feed back forms circulated as Appendix 2 and the guidance of the Head of Legal and Democratic Services to members serving on outside bodies;
5. make nominations to the following Charitable Trusts:-

**1 nomination to the Non-Ecclesiastical Charities of St. Mary Magdalen from February, 2010**

**2 nominations to the City of Oxford Charities – 1 from the end of December, 2009 and 1 from the end of March 2010**

- 6. note that the Head of Legal and Democratic Services will issue a guidance paper to all elected members which deals with the issues to be considered when serving as a member of an outside body**

## **1. Bodies to which the Board Nominates Representatives**

1.1 Appendix I to this report details the outside and other bodies to which the Board is invited to nominate representatives on behalf of the Council. It also shows who was appointed as the Council's representative(s) in 2008/2009.

1.2 Councillors serve on outside bodies in one of two capacities, namely as a non-voting observer or a voting member. Appendix I indicates the capacity in which last year's representative(s) served on the body referred to.

1.3 The Members' Services Officer holds information setting out the aims of each organisation and the frequency of its meetings for the majority of the bodies to which the Board makes nominations. If Councillors require further information about an organisation they should contact the Members' Services Officer direct.

1.4 The Board is asked to note:-

1.4.1 The Head of Legal and Democratic Services has been advised that the following organisations have ceased to exist or no longer require representation and have therefore been deleted from the list at Appendix I.

Drug Reference Group  
Windmill House Liaison Group  
Oxfordshire Women's Aid

Also the Head of Legal and Democratic Services has learnt that the Bridge Project is no longer exists but has been replaced by another body. He is currently establishing whether or not the new body requires City Council representation.

1.4.2 A request has been made for the Board to nominate a representative to serve on Oxford Hub Advisory Board. This is a

student-led charity working in Oxford University to transform student involvement in charitable activities. They seek to act as a catalyst, empowering students to become active members of their community by promoting social action, philanthropy and volunteering. Their mission is to increase student involvement in social action and to ensure these efforts are effective and sustainable. They are in the process of expanding their Advisory Board and would be pleased to have a City Council representative on the Board.

## **2. Oxford Inspires**

- 2.1 Oxford Inspires Limited was created in 2002 using the “well being” power. It is the Cultural Development Agency for Oxfordshire and creates new opportunities for arts and heritage organisations whilst nurturing new festivals and spectacular events.
- 2.2 Oxford Inspires Limited provides Oxford City Council with up to two representatives on the Board of Directors with 14 other Directors. To avoid Oxford Inspires Limited becoming a company subject to local authority influence (under the Local Government and Housing Act 1989 s.69) local authority/public body representation on the Board of Directors needs to be less than 19.9%. For this reason the City Council has previously only nominated one representative.
- 2.3 The Board is recommended to agree the nomination of the Executive Director, City Regeneration as the City Council’s representative on the Oxford Inspires Board of Directors and as a charitable trustee.

## **3. Feed Back From Representatives**

- 3.1 The Board, when agreeing its appointments to outside bodies for 2008/09 resolved:-

“to agree that the Head of Legal and Democratic Services should, at the end of each Council year, provide all representatives to outside and other bodies with a short report form for completion to enable them to report back on the organisation(s) to which they were appointed”

Not all feed back reports were returned, but copies of those that were received relating to appointments made by the Board are attached as Appendix 2 to this report.

- 3.2 The Board is asked to note and act on the comments contained in the forms as appropriate.

## **4. Guidance When Serving on Outside Bodies**

- 4.1 Historically the Oxford City Council has nominated representatives to outside bodies as non-voting observers as it was difficult to obtain

adequate evidence of the indemnities and insurance for elected members serving on those outside bodies. This approach has proved to be problematic and confusing and so all nominations made should be as full members of the outside body concerned. The Head of Legal and Democratic Services will issue a guidance note to all elected members which will cover the points that need to be considered whenever an elected member is appointed to an outside body. The guidance note will also be placed in the Members' Room and will be available to view on the Council's intranet pages.

4.2 Councillors are reminded that when serving as a voting member there is a possibility they could incur some personal liability. This and the issue of indemnification is referred to in detail in the guidance note referred to earlier.

4.2 Councillors are also reminded that serving on an outside body in this way may lead to personal and prejudicial interests which need to be declared when carrying out business of Oxford City Council.

## **5 Charitable Trusts**

5.1 Vacancies will occur during the 2009/10 Council Year on the following Charitable Trusts:-

- the Non-Ecclesiastical Charities of St. Mary Magdalen when Mrs. Corinna Redman's appointment expires at the end of February, 2010;
- the City of Oxford Charities when Mr. Jason Tombs' appointment expires at the end of December, 2009 and Councillor Fooks' appointment expires at the end of March 2010.

5.2 Charitable trust appointments are for a four year period.

## **6. Level of Risk**

A risk assessment has been undertaken and the risk register is attached at Appendix 3. All risks have been mitigated to an acceptable level.

## **7. Recommendations**

The Board is RECOMMENDED to:-

7.1 nominate representatives to the bodies listed in Appendix I to this report; and in so doing take consideration of the observations set out in paragraphs 1.4 and 3.2 above;

7.2 consider nominating a representative to the Oxford Hub;

- 7.3 agree the nomination of the Executive Director, City Regeneration as a charitable trustee and the City Council's representative on the Oxford Inspires Board of Directors;
- 7.4 note the feed back forms circulated as Appendix 2 and the guidance of the Head of Legal and Democratic Services to members serving on outside bodies;
- 7.5 make nominations to the following Charitable Trusts:-
- 1 nomination to the Non-Ecclesiastical Charities of St. Mary Magdalen from February, 2010
  - 2 nominations to the City of Oxford Charities – 1 from the end of December, 2009 and 1 from the end of March 2010
- 7.6 note that the Head of Legal and Democratic Services will issue a guidance paper to all elected members which deals with the issues to be considered when serving as a member of an outside body

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**List of background papers:** None

**Version number:**