

AUDIT & GOVERNANCE COMMITTEE

16 JULY 2025

REVIEW OF APPOINTMENTS TO OUTSIDE BODIES

Report by Director of Law & Governance & Monitoring Officer

RECOMMENDATION

The Audit & Governance Committee is **RECOMMENDED** to:

- a) agree the amended method of appointment to non-strategic Outside Bodies useful to the Council's work, known as Category B Outside Bodies, and Other Outside Bodies that request Council representation or are of primary value to local councillors/the local community, known as Category C Outside Bodies;
- b) agree that Category B appointments be made by the Audit and Governance Committee;
- c) agree that Category C appointments be delegated to the Monitoring Officer;
- d) **RECOMMEND** to Council to approve the Constitutional Amendments in Annex 1 to reflect these changes;
- e) adopt the Guidance for Members who are appointed to Outside Bodies (attached at Annex 2); and
- f) approve a list of appointments to Category B Outside Bodies for this Council subject to Council approving the Constitutional Amendments (Annex 3, to follow).

Executive Summary

1. The procedures and guidance around Council appointments to Outside Bodies has not been reviewed since 2013. This report proposes to change the procedures for appointments to Category B (Non-strategic) and Category C (Local) Outside Bodies.

Background Information

2. In September 2005 the Democracy & Organisation Committee, which had responsibility for Outside Bodies at that time, agreed the categories and process shown below for the Council's appointments to Outside Bodies:

Category	Appointed by	Basis of Membership
A – Outside Bodies listed by the Cabinet (and endorsed by the Council) as “Strategic”.	The Cabinet	As determined by the Cabinet
B – Non-strategic Outside Bodies useful to the Council’s work.	Democracy & Organisation Committee following nominations by political groups	Best person for the role
C - Other Outside Bodies that request Council representation or are of primary value to local councillors/the local community.	Chief Executive in the case of local member(s) or group nominations; otherwise Democracy & Organisation Committee.	To reflect local membership

3. When the Democracy & Organisation Committee was decommissioned in 2013, the responsibility for Category B appointments was passed to the Remuneration Committee.

Proposal for Appointments

4. However, the Remuneration Committee, for the most part, deals with Human Resources issues. This report recommends that the responsibility for Category B appointments would more appropriately sit with the Audit & Governance Committee.
5. In practice, Category C appointments have been confirmed by the Monitoring Officer, following consultation with the Local Member(s), and the Chief Executive recently confirmed the delegation of this responsibility to the Monitoring Officer. Given the Monitoring Officer’s responsibility in relation to the Member Code of Conduct, this report proposes that Category C Outside Body appointments would be more appropriately allocated directly to the Monitoring Officer.
6. If the recommendations of this report are adopted, appointments would be made as follows:

Category	Appointed by	Basis of Membership
A – Outside Bodies listed by the Cabinet (and	The Cabinet	As determined by the Cabinet

endorsed by the Council) as “Strategic”.		
B – Non-strategic Outside Bodies useful to the Council’s work.	Audit and Governance Committee, following nominations by political groups	Best person for the role
C - Other Outside Bodies which request Council representation or are of primary value to local councillors / the local community.	Monitoring Officer, following consultation with Local Member(s)	To reflect local membership

Guidelines for Members of Outside Bodies

7. There is currently very little guidance for those representing the Council on Outside Bodies.
8. The proposed guidance for members of Outside Bodies is attached at Annex 2. This is intended to support those appointed to Outside Bodies and to help them understand their responsibilities and liabilities in connection with their involvement with the body to which they have been appointed.

Financial Implications

9. There are no new or additional financial implications.
Comments checked by Drew Hodgson, Strategic Finance Business Partner
Drew.hodgson@oxfordshire.gov.uk

Legal Implications

10. There are no new or additional legal implications.
Comments checked by Kim Sawyer, Interim Head of Legal & Governance
Kim.sawyer@oxfordshire.gov.uk

Anita Bradley, Director of Law & Governance & Monitoring Officer

Annex: Annex 1 – Constitutional Amendments
Annex 2 – Guidance for Members who are appointed by Oxfordshire County Council to serve on Outside Bodies
Annex 3 – List of appointments to Category B Outside Bodies for 2025

Background papers: None

Contact Officer: Jack Nicholson, Democratic Services Officer,
jack.nicholson@Oxfordshire.gov.uk

June 2025