

## MEMBER DEVELOPMENT STRATEGY WORKING GROUP

22<sup>nd</sup> October 2014

### Member representatives:

Mr A Archer and Councillor M James.

Ms C Gwyther arrived during consideration of the report on Member representation on outside bodies (*minute 4 refers*)

### Officer representatives:

Mrs J Evans, Administration & Democratic Services Manager, Mr J Parsons, Monitoring Officer

(NPA Offices, Llanion Park, Pembroke Dock: 12.15 p.m. – 1.10 p.m.)

#### 1. **Apology for absence**

There were no apologies for absence, however Ms C Gwyther had advised that she would be arriving late.

#### 2. **Disclosures of interest**

No disclosures of interest were received.

#### 3. **Minutes**

It was **AGREED** that the minutes of the meeting held on the 18<sup>th</sup> December 2013 be confirmed and signed.

#### 4. **Member Representation on Outside Bodies**

The Administration and Democratic Services Manager explained that in February 2014, the National Park Authority had adopted a suite of role descriptions for various Member roles within the Authority; however the role description for Members appointed by the Authority to serve on outside bodies was missing from that suite. Therefore a role description and protocol for this were before the Working Group for their consideration. It was noted that the protocol was based on the Welsh Local Government Association's guidance on this matter.

Looking first at the role description, the Chairman noted that under item 4, currently there were no arrangements for Members to report back to the Authority following every meeting. The Administration and Democratic Services Manager explained that, as set out in the associated protocol, it was not necessary for Members to submit a formal report as long as some feedback was provided and confirmed that this could be in the form of an email to herself. Such feedback would also allow a better assessment of the usefulness of continued involvement with the outside



body. Members asked that the role description be amended to reflect the fact that less formal feedback could be provided, in line with the advice given in the protocol. Section 2 of the protocol itself would also be amended for consistency by replacing the need to report back with a requirement to provide feedback.

Turning to the protocol, the Administration and Democratic Services Manager explained that the section on General Duties of a Representative on an Outside Body set out the dilemma which Members could face in that their primary duty in acting as a representative making management decisions for the outside body was to make those decisions in the best interests of that body, which would not necessarily be in the National Park Authority's interests.

The Monitoring Officer stressed the importance of reading the second and third paragraphs of that Section (4) together as paragraph three explained when it might be appropriate to declare an interest. He also considered that it was important to be certain of the status of the body (i.e. whether it acted as a consultative or executive body), its terms of reference and whether the mandate given by the Authority to the Member when appointed was general or more limited in scope.

Members considered that such a dichotomy would occur only rarely, and that it was helpful that the guidance was in place should Members ever find themselves in such a position.

It was **RESOLVED** that the draft role description and protocol for Members appointed to represent the Authority on outside bodies be approved.

