

Council Representatives On Outside Bodies Policy

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This document includes all the information required to facilitate co-options at Lancing Parish Council

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Introduction

- 1.1 Lancing Parish Council has representatives on a variety of outside bodies within the local area. Representation may be for a number of reasons such as: -
- a) The work of the outside body or group directly affecting Council business, services, land or property;
 - b) The body or group specifically requesting a Council representative;
 - c) It being considered key that the Council is aware of the work the body or group is undertaking due to its impact on the village, its residents or visitors;
 - d) The body or group being an opportunity to liaise with other external companies or authorities in the interests of the village, its residents or visitors; or
 - e) The Council having a financial interest or commitment with the body or group and/or its function.
- 1.2 The outside bodies generally fall into one of the following categories: -
- a) A local voluntary community group or organisation;
 - b) A local charity;
 - c) A larger association that has an impact on the business of the Council or village;
 - d) A liaison meeting with other companies or local authorities; or
 - e) A management committee/society managing either Council owned land or property, or that the Council is in some way financially connected with a body that can offer village improvements.
 - f) A body that can offer support or improvements to the village.
- 1.3 Lancing Parish Council has representatives on the following outside bodies: -
- a) Adur District Council Joint Governance Committee
 - b) Adur Voluntary Action Management Committee
 - c) Adur West Capital Projects Group
 - d) Adur and Worthing Safer Community Partnership (JAG)
 - e) Airport Consultative Committee
 - f) Brighton & Hove Albion Football Club Community steering group
 - g) Lancing Kite Surfing Club
 - h) Lancing Football Club
 - i) Lancing Parochial Charities
 - j) West Sussex Association of Local Councils
 - k) World of Widewater Local Nature Reserve Steering Committee/WoW community group

The role of the council representative

- 2.1 A Council representative represents the Council as a whole, rather than acting in a personal capacity. This means that the representative must always act in accordance with Council policies and procedures, the Member's Code of Conduct and bear in mind the limitations of the Council as a corporate body.
- 2.2 The representative allows its outside body to gain access to the expertise and knowledge of the Council and also ensures the Council is kept up to date with the actions and future plans of the body. The aim is that all interested parties are working together and communicating effectively for the benefit of the village, its residents and visitors.
- 2.3 The representative should attend as many meetings of an outside body as they are reasonably able to and send apologies if they are not. They may ask another Councillor to substitute for them in their absence if the outside body is willing.
- 2.4 Council representatives will be appointed at each Annual Meeting of the Council, held in May.
- 2.5 There is an expectation that Council Officers will attend management or liaison meetings where Council operational matters are being discussed, although this will be at the officer's discretion after considering

their individual work priority and availability. Council Officers may also be invited to other meetings, where considered beneficial by the outside body and Council representative.

Reporting

- 3.1 In order for both the outside body and Council to benefit from the representation, it is important that regular updates are reported back to Council by the representative. The methods considered most effective for reporting back are: -
- a) Minutes of meetings – any minutes of meetings received by a representative should be sent to the Clerk for forwarding on to all Councillors, unless they are considered confidential;
 - b) Representatives on outside bodies will have an opportunity to report/feedback to full council at meetings. If there is a particular item for discussion and/or decision then a report should be prepared and sent to the Clerk to circulate with the agenda for the appropriate meeting; and
 - c) Email updates – representatives should forward the Clerk any email updates from the outside body, for forwarding to all Councillors.
 - d) Annual Reports – representatives may submit an ‘End-of-year’ report as part of the agenda for the Council’s Annual Meeting in May. As much information as possible should be shared.

Change of representation

- 4.1 An outside body is free to request an alternate Council representative on the understanding that the replacement will be chosen by the Council, not by the outside body. Repeated non-attendance at meetings without good reason offers valid grounds for an outside body to request an alternate Council representative.
- 4.2 An outside body is free to inform the Council at any time that Council representation is no longer required, if its constitution allows it to do so.
- 4.3 A representative wishing to stand down from their role should first inform the outside body itself and then the Clerk. Where possible, the Clerk will invite another Councillor to substitute on the outside body until a representative can be formally appointed by the Council.

Limitations

- 5.1 A Council representative cannot commit the Council resources or support, whether financial or ‘in kind’ to an outside body. If anything of this nature is requested it should be brought back to the Council, through the Clerk, for consideration.
- 5.2 It is vital that the representative and the body itself understand the limitations of the Council representative.
- 5.3 Council representatives need to be mindful not to become involved in the day-to-day operational business of the Council, which is delegated to Officers to undertake on behalf of the Council. Any concerns resulting from a meeting, e-mail or discussion should be raised with the Clerk as appropriate.
- 5.4 Council representatives with organisations and/or charities which may seek a contractual arrangement, grant funding and/or similar arrangement with or from the Council, should be careful to ensure their words and/or actions cannot lead either the outside body or a reasonable member of the public to believe their position will affect a Council decision. Depending on the nature of the resolution, Council representatives may, in some instances, feel it prudent to abstain from discussion and/or the decision.
- 5.5 Councillors with a pecuniary interest or involvement with an outside body should not stand as a Council representative to that body.