

## **Councillor Representatives to Outside Bodies – Roles and Responsibilities**

Councillors are appointed formally by the Parish Council annually to serve on a range of outside bodies, which may include voluntary organisations; clubs and associations who are tenants of halls, buildings or land owned by BLPC.

The aim is to foster a formal, open and trusted channel of communication between Bramshott and Liphook Parish Council and the represented organisation. For those representatives this means:

- Attending meetings arranged and hosted by the represented organisation (whether in person or video conference) and sending apologies if unavoidably unable to attend.
- Understanding the rules, constitution and framework set by the represented organisation.
- Behaving ethically and complying with the Code of Conduct for Councillors
- If a Councillor is acting as a trustee they must act in accordance with the interests of that organisation.
- The Councillor representative will report on meetings attended to BLPC full council meetings
- The Councillor representative may provide input and general advice providing it does not contravene their responsibility as a Parish Councillor or committee member.
- The Councillor representative will relay comments and requests to BLPC Full Council, relevant Committees and/or officers.

In order to ensure impartiality and avoid any conflict of interest:

- The Councillor Representative should not be a member of, or derive direct benefit from, the represented organisation.
- The Councillor Representative cannot unilaterally make any commitments on behalf of BLPC.
- The role of the Councillor Representative does not preclude members of the represented organisation making direct contact with BLPC at the Council Office.
- Councillor representatives should declare an interest at Council or committee meetings and, unless it is a disclosable pecuniary interest, this will not prevent speaking or voting on a particular issue relating to the represented organisation.