

## Melksham Area Board 22 May 2024

### Appointments of Representatives 2024/25

#### 1. Purpose of the Report

- 1.1. To appoint Councillor representatives for the Area Board. This will include appointing to Outside Bodies and to reconstitute and appoint to any Non-Priority Working Groups and the LHFIG for the year 2024/25.

#### 2. Background

- 2.1. Area Boards are invited to appoint Councillors to be their respective lead for particular Outside Bodies, Non-Priority Working Groups and the LHFIG. The following guiding principles are in place for Councillors when taking on one of these roles:
  - To be the main Area Board point of contact for local Officers within their respective area
  - To attend (and often Chair) relevant working groups of the Area Board
  - To work collaboratively with relevant local partners and community groups
  - To provide regular updates back to the Area Board in relation to their Group/Outside-Body including providing feedback on the success or limitations of previously funded Area Board grants (if applicable)
- 2.2. The Area Board is invited to appoint Councillor representatives to the Outside Bodies or Non-Priority Groups (which do not fall under one of the Area Board Priority areas) listed at **Appendix A**. These appointments will continue for the duration of Councillors' terms of office, and will be reviewed annually, unless the Board determines otherwise.

#### 3. Main Considerations

- 3.1. The Local Highways and Footpath Improvement Group ([LHFIG](#)) operates as an informal working group making recommendations to the Area Board for approval. Terms of Reference are set out in **Appendix B** for information. The Area Board are invited to appoint a Lead Councillor on an annual basis.
- 3.2. Any amendments to the currently appointed Representatives on Non-Priority Working Groups can be agreed by the Area Board here or at any future scheduled business meeting.
- 3.3. If a new Non-Priority Working group is required, the Strategic Engagement & Partnerships Manager will work with the Board to set out the exact purpose and Membership, which would then be agreed by the Area Board at its next scheduled business meeting.

## **4. Financial and Resource Implications**

4.1. None.

## **5. Legal Implications**

5.1. Some appointments carry responsibilities and duties, for example, those which involve becoming a trustee. Councillors are advised to seek advice on individual appointments if required. [Protocol 3](#) of the Council's Constitution sets out Guidance to Members on Outside Bodies.

## **6. Safeguarding Implications**

6.1 Processes are in place to ensure Disclosure and Barring Service (DBS) checks are undertaken as appropriate.

## **7. Environmental Impact of the Proposals**

7.1 None.

## **8. Equality and Diversity Implications**

8.1 None.

## **9. Delegation**

9.1 By convention, appointments to Outside Bodies which operate within the boundary of a community area are made by the relevant Area Board.

9.2 The appointment of Councillors and other representatives to Non-Priority working groups operating under the Area Board is a matter for the Area Board to determine.

## **10. Recommendation**

10.1 The Area Board is requested to:

- a. Appoint Members as Lead representatives to Outside Bodies, any Non-Priority Working Groups and to the LHFIG, as set out at Appendix A;
- b. Note the Terms of Reference as set out in Appendix B.

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**Lisa Alexander, Senior Democratic Services Officer**

**Appendices:**

Appendix A – Appointments to Outside Bodies, Non-Priority Working Groups and the LHFIG  
Appendix B –LHFIG Terms of Reference

**Unpublished background documents relied upon in the preparation of this report**

None.