

**COUNCIL**  
**19 SEPTEMBER 2024**

**PART 1 – PUBLIC DOCUMENT**

**TITLE OF REPORT: NOMINATION OF REPRESENTATIVES ON BALDOCK UNITED ALMSHOUSES CHARITY (OUTSIDE ORGANISATION)**

REPORT OF: DEMOCRATIC SERVICES MANAGER

COUNCIL PRIORITY: PEOPLE FIRST / SUSTAINABILITY / A BRIGHTER FUTURE TOGETHER

**1. EXECUTIVE SUMMARY**

- 1.1 To consider a further appointment of a Member Representative to the Baldock United Almshouses Charity, following notification that 4 Member Trustees are required.

**NB If a Member is nominated to or is on an outside body, they have an Interest under the Code of Conduct, they must comply with the Code requirements Section 17, Appendix B – Constitution [[page click here](#)]. If unclear, seek advice from the Monitoring Officer or Deputy Monitoring Officer.**

**2. RECOMMENDATIONS**

- 2.1. That Council approve and nominate a fourth Member to the outside organisation the Baldock United Almshouses Charity.

**3. REASONS FOR RECOMMENDATIONS**

- 3.1 To comply with the provision of Standing Order 4.8.2(j) of the Council's Constitution.
- 3.2 To comply with the Constitutional requirement for the Baldock United Almshouses Charity to have four Councillors as Trustees.

**4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1. To not appoint an additional Member representative to the organisation.

**5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS**

- 5.1 The matter was initially raised by one of the District Council representatives on the Baldock United Almshouses Charity, and all District Council representatives are aware.

- 5.2 The Baldock United Almshouses Charity were contacted and confirmed that, following a review of their Constitutional records and historic Minutes of meetings, they did require a fourth Council representative to be appointed as a trustee.

## **6. FORWARD PLAN**

- 6.1 This report does not contain a recommendation on a key Executive decision and has therefore not been referred to in the Forward Plan.

## **7. BACKGROUND**

- 7.1. At Annual Council on 23 May 2024, three Members were nominated as representatives on the Outside Organisation, the Baldock United Almshouses Charity. These were Cllrs Emma Rowe, Alistair Willoughby and Stewart Willoughby.

## **8. RELEVANT CONSIDERATIONS**

- 8.1 In June 2024, it was raised by an appointee to the Baldock United Almshouses Charity that, according to 1989 Minutes there should be 4 Members appointed as Trustees to the organisation.
- 8.2 Since 2009 the Council has only appointed 3 Members, however previous to this 4 Members had been appointed as representatives. There are no records to suggest why this happened.
- 8.3 In order to meet the Constitutional requirements of the Outside Organisation, it is proposed that the Council nominates a fourth Member to the Baldock United Almshouses Charity Trustee at this meeting. This will then be the status quo at all future Annual Council meetings, unless further advised by the Organisation.
- 8.4 A review of Outside Organisations will take place during 2024/25 Civic Year, during which Members and Organisations will be contacted to ensure the correct number of appointments are made and that Member involvement is still of value. Details of this review will be included in the report to Annual Council in May 2025.

## **9. LEGAL IMPLICATIONS**

- 9.1 The legal and constitutional requirements are set out in the main body of this report.
- 9.2 Whilst Annual Council delegated that Political Group Leaders notify the Democratic Services Manager of nominations to the remaining vacancies or any changes to the existing representatives on outside organisations as this is in effect a new appointment, in the interests of openness and transparency Council is being requested to agree and nominate a District Councillor representative.
- 9.3 Members are required to include any appointments to Outside Organisations or Bodies on their Register of Interests within 28 days of the appointment.

## **10. FINANCIAL IMPLICATIONS**

- 10.1 There are no financial implications arising directly from this report

## **11. RISK IMPLICATIONS**

- 11.1. Good Risk Management supports and enhances the decision-making process, increasing the likelihood of the Council meeting its objectives and enabling it to respond quickly and effectively to change. When taking decisions, risks and opportunities must be considered. Each year the Council undertakes a review of outside bodies, including whether Members are insured or indemnity provided by the outside body. This is a relevant consideration when nominating any Member to an external organisation.

## **12. EQUALITIES IMPLICATIONS**

- 12.1. In line with the Public Sector Equality Duty, public bodies must, in the exercise of their functions, give due regard to the need to eliminate discrimination, harassment, victimisation, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not.
- 12.2. There are no direct equalities implications arising from this report. However, equalities implications from the individual recommendations will continue to be considered and assessed during the decision-making process.

## **13. SOCIAL VALUE IMPLICATIONS**

- 13.1. The Social Value Act and “go local” requirements do not apply to this report as it is not a procurement.

## **14. ENVIRONMENTAL IMPLICATIONS**

- 14.1. There are no known Environmental impacts or requirements that apply to this report.

## **15. HUMAN RESOURCE IMPLICATIONS**

- 15.1. There are no human resource implications.

## **16. APPENDICES**

- 16.1. Appendix A – Baldock United Almshouses Charity – Minutes from meeting November 1989

## **17. CONTACT OFFICERS**

- 17.1. James Lovegrove, Committee, Member and Scrutiny Manager  
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- 17.2. Melanie Stimpson, Democratic Services Manager  
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## **18. BACKGROUND PAPERS**

- 18.1. [Reports and Minutes from Annual Council meeting on 23 May 2024.](#)