

Item No	Referred from:	Standards Committee
6A	Date:	22 October 2025
	Title of item:	Adoption of Updated Guidance to Councillors on Outside Bodies
To be considered alongside agenda item:		13

The report considered by Licensing and Regulation Committee at the meeting held on 22 October 2025 can be viewed here: [Agenda for Standards Committee on Wednesday, 22nd October, 2025, 7.30 pm | North Herts Council](#)

RECOMMENDED TO FULL COUNCIL: That Full Council approve and adopt the updated guidance for Councillors.

REASONS FOR REFERRAL:

- (1) The Council's current guidance to Councillors on Outside Bodies was last updated in 2016.
- (2) A full review of the guidance to Councillors on outside bodies has been necessary to ensure:
 - a. Councillors are aware of their liabilities based on the type of organisation which they are appointed to and the risks associated with these appointments both to the Councillor and the Council.
 - b. That the guidance available to Councillors aligns with the updated statutory position and also best practice.

Audio recording – 10 minutes 47 seconds

The Monitoring Officer presented the report entitled 'Adoption of Updated Guidance to Councillor on Outside Bodies' and advised that:

- The guidance document would provide clear and practical guidance to Members appointed to Outside Bodies, including expectations, liabilities and responsibilities.
- The previous guidance was updated in 2016 and therefore this update was required to bring the guidance in line with current practices, especially given the increase in partnership working.
- There was no change to the overall principles of the previous guidance, but it simplified the information to make it easier for Members to understand their responsibilities as appointees on Outside Bodies.
- If approved at Full Council, the guidance would be circulated to all Members and would be included within the Constitution.

The following Members asked questions:

- Councillor Ian Albert
- Councillor Sean Nolan
- Councillor Paul Ward
- Councillor Ian Mantle

In response to questions, the Monitoring Officer advised that:

- Training could be provided on this as part of the next Code of Conduct training session for Members. This would help to understand requirements of any specific appointment, but the guidance document included practical examples to simplify the overall process for Members.
- Members should contact the Monitoring Officer with any specific questions on interests related to Outside Body appointments.
- If there was a potential conflict identified, then this would be addressed with the Member. It was important that Members understood when they were able, or not able, to take part in Council business related to Outside Bodies.
- The guidance would apply to appointees of charities and charitable organisations, and this was detailed in the document.
- Information regarding the position of the appointed Member on an Outside Body could be included within the paperwork completed ahead of the Annual Council meeting.

The Independent Person noted that he commended the document for adoption and that it would support with the assessment of complaints received and understanding any potential conflict of interests.

Councillor Ian Albert, as Chair, proposed and Councillor Keith Hoskins seconded and, following a vote, it was:

RECOMMENDED TO FULL COUNCIL: That Full Council approve and adopt the updated guidance for Councillors.

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