

**ANNUAL COUNCIL
THURSDAY, 21 MAY 2026**

PART 1 – PUBLIC DOCUMENT

TITLE OF REPORT: NOMINATION OF REPRESENTATIVES ON OUTSIDE ORGANISATIONS AND OTHER BODIES FOR 2026/27

REPORT OF: Director - Governance

COUNCIL PRIORITY: Thriving Communities; Accessible Services; Responsible Growth; Sustainability

1. EXECUTIVE SUMMARY

The purpose of this report is to present a list setting out the nomination of representatives on Outside Organisations and Other Bodies for 2026/27.

N.B. 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.

2. RECOMMENDATIONS

- 2.1 That the list of nominations of representatives on Outside Organisations and Other Bodies for 2026/2027, as set out in Appendix 1 to the report be approved.
- 2.2 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.

3. REASONS FOR RECOMMENDATIONS

- 3.1. To comply with the provisions of Standing Order 4.8.1(b)(iv) and (v) of the Council's Constitution.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1. None.

5. CONSULTATION WITH RELEVANT MEMBERS AND EXTERNAL ORGANISATIONS

- 5.1. The Leaders of the Political Groups have been consulted regarding the nomination of representatives on Outside Organisations and Other Bodies for 2026/2027.
- 5.2. Consultation took place with appointed Members and Outside Organisations as outlined below in Section 8.

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 Standing Order 4.8.1(b)(iv) of the Council's Constitution states that at the Annual Meeting, the Council will

“receive nominations of Councillors to serve on each Committee and outside body”.

- 7.2 Standing Order 4.8.1(b)(v) states that at the Annual Meeting, the Council will also

“make appointments to those Committees and nominations to outside bodies, except where nomination to those bodies has been delegated by the Council or is exercisable by the Cabinet”.

8. RELEVANT CONSIDERATIONS

- 8.1 A comprehensive review of Outside Body appointments was carried out between January – March 2026 and both outside organisations and the appointed Members were surveyed. The survey assisted to ascertain whether the outside organisations were still active as well as the value in appointments to Outside Bodies.

- 8.2 The response rate for outside organisations was 36 out of 48 (75%) and 23 out of 32 (72%) of Members appointed to outside bodies. This survey discovered that the status of the majority of outside organisations was Charitable Trusts and that most Members were appointed as a Representative Member (as opposed to a Director, Trustee or Observer). The most common method of communication used between outside organisations and Members was email.

- 8.3 Group Leaders have been asked to consider the nominations as approved for 2025/2026 and propose any alterations they felt necessary for 2026/2027, having given regard to 8.4 – 8.6 below.

- 8.4 A few organisations, raised some communication issues or lack of attendance. However, all wished to continue having a Council representative.

- 8.5 The majority of organisations, namely the Baldock Community Forum – Community Interest Company (CIC), Bedford and River Ivel Internal Drainage Board, Chilterns Conservation Board, Hertfordshire Armed Forces Governance Board, Hertfordshire Health Scrutiny Committee, Hitchin Business Improvement District (BID), Knebworth Twinning Organisation, St Michael's Mount Community Centre and Survivors Against Domestic Abuse (SADA), all noted that the Member representative was of value to their organisations. Having a good working relationship with a Council representative provided opportunities for networking, as well as support and gave valuable advice on how the Council operates.

- 8.6 The majority of Members felt their representation on the outside organisations was of benefit to the Council as it enabled them to use their experience to offer advice. It gave Members some insight into the issues faced by the local community and provided a link to the services offered by the Council.
- 8.7 Appendix 1 to the report sets out the nomination of representatives to Outside Organisations and Other Bodies for 2026/2027.
- 8.8 At the Full Council meeting on 29 January 2026, following consideration and referral from the Standards Committee on 22 October 2025, formal guidance was adopted and provided to Members on Outside Organisation appointments. The Updated Guidance to Councillor on Outside Bodies is included at Appendix 2.

9. LEGAL IMPLICATIONS

- 9.1 The legal and constitutional requirements are set out in the main body of this report.
- 9.2 It is a constitutional requirement to review the appointments to outside organisations at the Annual Meeting.
- 9.3 Appointments are made by the Council in the interests of openness and transparency.
- 9.4 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.
- 11.2. There are no risk implications from this report.

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” policy do not apply to the 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 1 – Nomination of Representatives on Outside Organisations and Other Bodies for 2025/2026. ***(Appendix 1 will be circulated as a supplement when available)***

16.2 Appendix 2 – Updated Guidance to Councillors on Outside Bodies

17. CONTACT OFFICERS

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18. BACKGROUND PAPERS

18.1 [Council – 29 January 2026. Minute No. 78 refers - Adoption of Updated Guidance to Councillors on Outside Bodies](#)