



Governance and Audit Committee

Item
8(v)

16 December 2025

Report of	Head of Governance and Monitoring Officer	Author	Andrew Weavers ☎ 282213
Title	Guidance for Councillors and Officers on Outside Bodies		
Wards affected	Not applicable		

1. Executive Summary

- 1.1 The Council provides guidance for councillors and officers who are appointed by it to outside bodies and their respective roles and responsibilities.

2. Decision(s) Required

- 2.1 To approve the attached Guidance for Councillors and Officers on Outside Bodies and that it be included within the Constitution.
- 2.2 That all Councillors and Officers who are appointed to serve on outside bodies be provided with a copy of the Guidance.

3. Background

- 3.1 The Council has for several years provided guidance to Councillors and officers who are nominated by Cabinet to serve on outside bodies. Nominations are usually for a period of one year and can be to a variety of organisations which can have differing legal status. The existing Guidance was last reviewed by this committee on 3 December 2024. The guidance has been reviewed and the only substantive change has been the inclusion of the recent legal requirement for persons who act as directors to verify their identity at Companies House, otherwise it remains fit for purpose.
- 3.2 Councillors and in some circumstances officers, are initially appointed to outside bodies to represent the Council however along with the appointment comes potential liability in other capacities. For example, if a Councillor is appointed to the board of a company they become a director of that company and with that comes the responsibilities of a company director including their fiduciary duty to the company which must take priority to their responsibility back to the Council. The Guidance attached to this report seeks to provide advice the Councillors in these situations.
- 3.3 The Guidance also provides advice for Councillors and officers in relation to the law and practical advice to situations that they could find themselves in having been appointed to an outside body.
- 3.4 It is suggested that the Guidance be provided to all Councillors and officers who are nominated to outside bodies and that it be included in the Constitution.

4. Strategic Plan References

- 4.1 The manner in which the Council governs its business is an underpinning mechanism in the Council's Strategic Plan aims to set out the direction and future potential for our City.

5. Publicity Considerations

5.1 The Constitution is available on the Council's website.

6. Financial, Equality, Diversity and Human Rights, Consultation, Health, Wellbeing and Community Safety, Health and Safety, Risk Management and Environmental and Sustainability and Devolution and Local Government Reorganisation Implications

6.1 None.