



WEST OXFORDSHIRE  
DISTRICT COUNCIL

## WEST OXFORDSHIRE DISTRICT COUNCIL

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| Name and Date of Committee | EXECUTIVE – 11 JUNE 2025<br>COUNCIL – 16 JULY 2025                                                                                                                                                                                                     |
| Subject                    | APPOINTMENTS TO OUTSIDE BODIES                                                                                                                                                                                                                         |
| Wards Affected             | All                                                                                                                                                                                                                                                    |
| Accountable Member         | Councillor Andy Graham – Leader of the Council.<br>Email: <a href="mailto:andy.graham@westoxon.gov.uk">andy.graham@westoxon.gov.uk</a>                                                                                                                 |
| Accountable Officer        | Andrew Brown – Head of Democratic and Electoral Services.<br>Email: <a href="mailto:andrew.brown@publicagroup.uk">andrew.brown@publicagroup.uk</a>                                                                                                     |
| Report Author              | Ana Prelici – Senior Democratic Services Officer<br>Email: <a href="mailto:ana.prelici@westoxon.gov.uk">ana.prelici@westoxon.gov.uk</a>                                                                                                                |
| Purpose                    | To provide a list of appointments to Outside Bodies for the civic year 2025/26.                                                                                                                                                                        |
| Annexes                    | Annex A – Appointments to Outside Bodies                                                                                                                                                                                                               |
| Recommendation             | That the Executive resolves to:<br><ol style="list-style-type: none"><li>1. Note the appointments to outside bodies as set out in Annex A;</li><li>2. Recommend to Council to note the appointments to outside bodies as set out in Annex A;</li></ol> |
| Corporate Priorities       | <ul style="list-style-type: none"><li>• Putting Residents First</li><li>• Working Together for West Oxfordshire</li></ul>                                                                                                                              |
| Key Decision               | NO                                                                                                                                                                                                                                                     |
| Exempt                     | NO                                                                                                                                                                                                                                                     |
| Consultees                 | N/A                                                                                                                                                                                                                                                    |

## **1. EXECUTIVE SUMMARY AND BACKGROUND**

- 1.1** This report sets out the appointments to outside bodies for the 2025/26 civic year.
- 1.2** Appointments to most outside bodies are a responsibility of the Leader of the Council, who makes such appointments annually following the Annual Council meeting.
- 1.3** The appointments for 2025/26 have been confirmed by the Leader and are included in Annex A to this report. Executive and Council are asked to note the report.
- 1.4** The Council has produced guidance for members who are appointed to outside bodies. This includes guidance on Members' responsibilities on different types of outside bodies, dealing with interests, and issues of bias and predetermination. The guidance will be circulated to the members appointed to outside bodies.

## **2. MAIN POINTS**

- 2.1** Members may be appointed to a wide range of outside bodies. Most appointments are made by the Leader. Members may also be appointed directly by the outside body itself to serve in a private capacity (for instance as a member of the community) rather than as an elected member of the Council, or they may be serving as a member of that body before being elected as a Councillor.
- 2.2** Many of the appointments reflect specific Executive responsibilities so it may be the wish of the Leader to appoint to these in accordance with Executive roles.

## **3. REVIEW PROCESS**

- 3.1** To inform the Leader's appointments to Outside Bodies, a review was carried out at the end of 2024/25. A survey was circulated to outside bodies seeking the following information:
  - Contact details
  - Purpose of outside bodies
  - Type of organisation
  - Role and duties of appointed member
  - Whether the appointment of a WODC member is a constitutional requirement, and how the requirement came about
  - Whether the organisation required a WODC member going forward
  - Attendance at meetings
- 3.2** The results of the survey were shared with the Leader and these were used to refine and inform the appointments for 2025/26.

## **4. ALTERNATIVE OPTIONS**

- 4.1** The Leader is free to make such appointments as they consider appropriate in respect of executive functions.

## **5. FINANCIAL IMPLICATIONS**

- 5.1** Travel and subsistence allowances will be payable in respect of the majority of appointments made, if claimed. Provision for this is included in the Council's budget.

## **6. LEGAL IMPLICATIONS**

- 6.1** The Council's Constitution (Part 3C) includes the following as a responsibility of full Council:

*To appoint or nominate individuals to outside bodies in respect of non-Executive Functions and revoke or withdraw such appointment or nomination where there is no Group Leader consensus on the decision to be taken. To note the Leader's appointments to outside bodies in respect of Executive Functions, as advised.*

- 6.2** Legal implications for members appointed to outside bodies are covered in the guidance document. For example, any member appointed as a director of a company will owe a fiduciary duty to the company.

## **7. RISK ASSESSMENT**

- 7.1** Guidance has been produced for Members who are appointed to serve on outside bodies by outlining their responsibilities and obligations in that role. The guidance, appended at does not attempt to provide definitive answers to every particular set of circumstances but rather to provide a framework against which Members can exercise judgement when faced with potential conflicts.

## **8. EQUALITIES IMPACT**

- 8.1** None.

## **9. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS**

- 9.1** There may be climate change implications arising from car travel to meetings of the outside bodies.

## **10. BACKGROUND PAPERS**

None.

(END)