

TVBC Appointment to Outside Body Information Sheet 2022/23

Outside Body: XXXXX

Type of Organisation: XXXXXX

TVBC Representative: Councillor XXXXX

Date Appointed: XXXXXX

What Happens Next

On appointment to an outside body, the Democratic Services team will contact that outside body to update them on your appointment and pass on your contact details.

The outside body will be asked to make contact with you to provide any relevant information, discuss what is expected of you as a representative and to send you any information that might be relevant including the date(s) for any forthcoming meetings you are required to attend.

Training and Support

There are a range of roles undertaken by Councillors across outside bodies. If having spoken to a representative from the outside body you are appointed to, and you feel you would like further details, support, guidance or training, please do not hesitate to contact Democratic Services who will look at what provision can be put in place to support you in this role.

For those undertaking the role of Trustee there is a range of guidance and support available from Unity which can be accessed [here](#).

Feeding Back

The roles undertaken by Councillors across outside bodies vary and maybe relevant to the whole Council Membership, fellow Ward Members or Members in a more place based setting.

Members are asked to consider the most appropriate way to feedback relevant information to other Councillors on the work being undertaken by the outside body they sit on. This may differ depending on whether your group is specific to a particular ward/ local area, has a wider place based remit such as town wide or is borough wide. Some suggested ways to feedback are set out below:

- Email updates
- Through your own informal networks
- Place based networks
- Member briefings
- Details included in the Members' Information Bulletin