



### 1. Policy Statement

The purpose of this policy is to set out how council members and employees of Binfield Parish Council represent the council. This policy should be read and used in conjunction with the Code of Conduct, Standing Orders, Information and Data Protection Policy, Freedom of Information Policy, Social Media Policy and the Equality Policy.

### 2. Scope

The policy is to ensure that Binfield Parish Council is represented in a professional manner and that residents of the parish receive the best service from their Parish Council members and employees.

### 3. General Rules

- 3.1 The list of outside bodies on which Binfield Parish Councillors and employees can serve is agreed annually at the Annual Meeting of the Parish Council which is normally held in May. Information about the outside bodies or organisations is made available at the meeting in order that Councillors and employees can consider whether to volunteer to serve the group or organisation. This would normally include the name of the body, number of representatives required and frequency of the meetings. Representation shall be agreed by vote, usually show of hands.
- 3.2 The representatives to serve on the outside bodies shall normally serve for one year and the term will be recorded in the minutes of the meeting. In some cases, a term will be longer, eg 4 years consistent with the parish council term, but this will be specified and can still be changed annually at the members' request.
- 3.3 When attending such meetings, the representative will state the position of the Parish Council and convey any information as has been agreed. No personal opinions shall be stated without that also being stated.
- 3.4 When a representative is made a Trustee of the organisation, it is recognised that as a Trustee they MUST act in the best interests of the organisation for which they are a Trustee. This will on occasion give rise to a conflict of interest. In this case the representative must not be involved in the discussion or voting regarding the allocation of any grants or other payments or donations and must declare an interest. It is also acknowledged that by acting in the best interests of the Trust, it may be that the organisation does not agree to the representative bringing back a detailed update of what was discussed and that must be respected.
- 3.5 After each occasion on which a Councillor or an employee has represented the parish council on an outside body, they will submit a written or, by agreement, verbal report to the Clerk for circulation to appropriate recipients. When more than one representative is serving, they shall agree together who will submit the report and will agree its contents before submission. The report will also be placed on the agenda of the next appropriate council meeting.
- 3.6 Constructive feedback or complaint about an organisation on which the parish has representation received via correspondence, calls, social media or visitors to the office will be shared with the nominated representative only in the first instance.



- 3.7 Any personal or other data gathered will only be retained and used in accordance with the consent given and for the purpose for which it was given. All data will be managed in accordance with the Information and Data Protection and the Data Retention, Transfer and Disposal policies.
- 3.8 All contact with the public and any organisation should be undertaken with careful adherence to current Government rules and guidelines in relation to Covid-19.
- 4 **Monitoring and Review of this policy**  
The policy will be monitored and reviewed annually.