

## TENTERDEN TOWN COUNCIL

### REPRESENTATIVES ON OUTSIDE ORGANISATIONS

#### Terms of reference

for council representatives on outside organisations (including project focus groups)

Councillors represent the council on outside organisations so that the council as a whole understands and communicates effectively with the outside organisations. Appointment of representatives takes place at the start of each council year, when councillors are elected to the role as per standard procedures, and acceptance of the role means the representative must follow these terms of reference.

The role of the representative is to liaise between the council and the outside organisation to:

1. create and maintain open and honest communication between the two
2. resolve any conflicts or misunderstandings that may arise
3. ensure that the relationship is as mutually beneficial as possible
4. ensure that the council's position on any relevant topic is explained

The representative should –

- a) represent the council's view, explain its position on relevant topics and help the outside body work with the council and the council assist the outside organisation (where appropriate)
- b) listen to any criticism made of the council, explaining the council's position and/or reporting back to the council regarding the criticism and how it has been addressed or could be addressed
- c) suggest where a meeting between more councillors and members of the outside body might be beneficial
- d) avoid using his or her role as representative of the council to further his or her personal views and proposals or (where this is unavoidable) always make it clear (and have the minutes reflect) that any personal views expressed by the representative are his or her personal views
- e) not criticise the council, other councillors or council officers