



# Lytham Town Council Delegation / Appointment of Representatives Policy

(Adopted: 29/10/2025, Review due: 29/10/2026)

## 1. Introduction

This document sets out Lytham Town Council's policy and procedure for nominating, appointing, and managing representatives to outside bodies and partnership organisations.

## 2. Purpose

To ensure a consistent, transparent approach to appointments, enabling the Council to engage effectively with external organisations while maintaining accountability and good governance.

## 3. Scope

Applies to all elected Members and officers appointed by the Council to represent it on outside bodies, partnerships, charities, or working groups.

## 4. Principles

- Appointments must align with Council priorities.
- Appointments are normally made at the Annual Council Meeting.
- Representatives must act in accordance with the Council's Code of Conduct.
- Terms of appointment must be recorded and reviewed annually.

## 5. Appointment Procedure

1. Identification: Need for representation identified by Council or Clerk.
2. Recommendation: A brief on purpose, expected time commitment, and skills required is presented.
3. Decision: Full Council resolves appointment, recorded in minutes and in the Register of

Appointments.

4. Notification: Clerk confirms appointment to the external body.

## **6. Term, Review and Reappointment**

Default term: one municipal year, reviewed at the Annual Meeting.

Variations to this default term can only be for a shorter time period, with a supporting rationale.

One municipal year is the maximum term of appointment / reappointment each time.

## **7. Responsibilities of Representatives**

- Attend meetings or arrange substitute attendance.
- Act in the Council's interests and in line with Council policy.
- Submit brief written reports to the Clerk or Council after meetings.
- Declare any conflicts of interest.

## **8. Expenses and Indemnity**

Representatives may claim reasonable travel and subsistence expenses under the Council's approved policy. Representatives acting within the scope of their authority are covered by the Council's insurance.

## **9. Termination of Appointment**

Appointments end on expiry of term, resignation, disqualification, or Council resolution. Persistent non-attendance may trigger review and replacement.

## **10. Record Keeping**

The Clerk maintains a Register of Appointments, including term dates, substitutes, and reporting expectations. This register is reviewed annually and published on the Council's website.

## **Version Control**

<b>Version</b>	<b>Date</b>	<b>Description of Change</b>	<b>Author</b>
V1.1	20/10/2025	Policy approved and adopted	Luke Russell C/RFO

## Appendix A – Appointment Pro-forma

Outside Body: \_\_\_\_\_

Purpose/Terms: \_\_\_\_\_

Representative: \_\_\_\_\_

Substitute: \_\_\_\_\_

Term: From \_\_\_\_\_ to \_\_\_\_\_

Meeting Frequency: \_\_\_\_\_

Reporting Requirement: \_\_\_\_\_

Expenses Authorised: Yes / No

Date Notified to Outside Body: \_\_\_\_\_

Register Updated: Yes / No

## Appendix B – Representative Report Template

Outside Body: \_\_\_\_\_ (Date: \_\_\_\_\_)

Attendees: \_\_\_\_\_

Key Issues Discussed: \_\_\_\_\_

Decisions Affecting Council: \_\_\_\_\_

Actions Requested of Council: \_\_\_\_\_

Next Meeting: \_\_\_\_\_

