



## TERMS OF REFERENCE

### LINK COUNCILLOR

Appointment Made:	14 <sup>th</sup> May 2020
Term:	One year (ends 14 <sup>th</sup> May 2021)
Remuneration	Not applicable Reasonable expenses permitted with prior authorisation of the Town Clerk

#### Principal Responsibilities:

1. Arundel Town Council may invite you to become the Link Councillor with an outside organisation. The 'host' organisations to which the council allocates 'links' ranges from public authorities e.g. the South Downs National Park Association to schools and voluntary groups in the community e.g. Arundel Scouts and Guides.
2. Every relationship between a Link Councillor and a host organisation is different, and the frequency with which contact between the Link Councillor and the host organisation will be useful also varies widely.
3. The principal responsibility of the Link Councillor is to act as a channel of communication between the host organisation and the town council, keeping the council abreast of developments in, and issues facing, the organisation and identifying ways in which the town council may be able to help it.
4. Sometimes that help might be financial, e.g. you might want to suggest to the organisation that it applies to the council for a small grant for specific project. To avoid disappointment, it will generally be best to consult the Town Clerk on the eligibility of the scheme for a council grant before suggesting it to the host. However, money is only one form of support, councillors may be able to bring new ideas to the host e.g. assisting with introductions to other organisations, signposting to potential sources of income/support, assisting/advising with/of local networking etc.
5. An organisation may sometimes share confidential information with you as its Link Councillor. Unless you are legally obliged to disclose the information, you should maintain confidentiality and not share it with anyone else, including other council members. If in doubt, you should consult the Town Clerk.
6. If an organisation asks you for advice, you should give that advice on a basis of what is in the best interests of the organisation. If, in unusual circumstances, you believe that there is a conflict between the council's policy and the question on which you are being asked to advise the host organisation, you should normally explain that you feel unable to discuss the particular topic because you are conflicted.



7. Because your role as a Link Councillor is public, you do not normally need to declare an interest when the host organisation is on the council's agenda. If however you take on another role e.g. you join the management committee or become a trustee, you should declare that as an interest at the beginning of a meeting if the organisation is on the agenda.
8. You are asked to provide regular Link Councillor reports to the council, using your judgement on the appropriate frequency. Written reports should be sent to the Administration Assistant 9 days before the next council meeting. If there is nothing to report it will be best to email [Admin@arundeltowncouncil.gov.uk](mailto:Admin@arundeltowncouncil.gov.uk) to that effect, which will save the office chasing you. If your organisation meets very infrequently (e.g. West Sussex ALC report will be annual) advise the Administration Assistant and then you will not be chased.

**Exclusions:**

1. As a Link Councillors you are not empowered to enter into any financial commitment with the outside body on the council's behalf