

Outside Bodies Review 2024/25

Appendix C – Appointment Information Sheet

Appointment to Outside Body Information Sheet

- On appointment to an Outside Body, Democratic Services will contact that organisation to advise them of your appointment and pass on your contact details.
- Please find below the details of the Outside Body which you have been appointed to.
- Should you become aware of any changes to the Outside Body (ie, a change in the contact details for the organisation) please report this as soon as possible to Democratic Services via democratic.services@eastherts.gov.uk to ensure that the appointment information is kept up to date.
- Appointed Members are required to provide an annual report to Council, giving feedback on their activities with the organisation. A form for this – Outside Body – Annual Update Report, will be sent by Democratic Services to all appointed Members in advance of Annual Council.

Appointed Member/s	
Outside Body Name	
Outside Body Contact	
Outside Body Contact Details	
Outline of Outside Bodies Purpose	

Notes	