

Environment, Economy, Housing and Transport Board 2017/18: Terms of Reference, Membership and Appointments to Outside Bodies

Purpose of report

For information and approval.

Summary

This report sets out how the Environment, Economy, Housing and Transport Board operates and how the LGA works to support the objectives and work of its member authorities.

Members are asked to note the Board's membership and agree their Terms of Reference and nominations to Outside Bodies for the 2017/18 year.

Recommendations

That the Environment, Economy, Housing and Transport Board:

1. agrees note its Terms of Reference (**Appendix A**);
2. formally notes the membership for 2017/18 (**Appendix B**);
3. note the Board meeting dates for 2017/18 (**Appendix C**); and
4. agrees the Board's nominations to outside bodies (**Appendix D**).

Action

As directed by Members.

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Environment, Economy, Housing and Transport Board 2017/18: Terms of Reference, Membership and Appointments to Outside Bodies

Background

1. The LGA's Boards seek to lead the agenda for local government on the key challenges and issues within their remit and support the overall objectives of the organisation as set out in the [LGA's Business Plan](#).
2. They take an active role in helping to shape the Association's business plan through extensive engagement with councils and oversight of the programmes of work that deliver these strategic priorities.

2017/18 Terms of reference and membership

3. The Environment, Economy, Housing and Transport Board's Terms of Reference and Membership are set out at **Appendix A** and **B** for agreement and noting respectively.
4. The Environment, Economy, Housing and Transport Boards meeting dates for 2017/18 are also found at **Appendix C** for noting.

Environment, Economy, Housing and Transport Lead Members

5. The LGA seeks where possible to work on the basis of consensus across all four groups. The Environment, Economy, Housing and Transport Board is politically balanced, and led by the Chair and three Vice/Deputy Chairs, drawn from each of the four political groups. This grouping of members – known as Lead Members – meet in between Board meetings, shape future meeting agendas, provide clearance on time sensitive matters, represent the Board at external events, meetings and in the media, as well as engaging with the wider Board to ensure your views are represented.
6. The Lead Members for 2017/18 are:
 - 6.1 Cllr Martin Tett, Chairman (Conservative)
 - 6.2 Cllr Judith Blake CBE, Vice-Chair (Labour)
 - 6.3 Cllr Adele Morris, Deputy Chair (Liberal Democrat)
 - 6.4 Cllr Rachel Eburne, Deputy Chair (Independents)

The Environment, Economy, Housing and Transport team

7. The Board is supported by a cross cutting team of LGA officers, with Policy colleagues and designated Member Services Officer, being those which you are likely to have regular contact with.
8. The Environment, Economy, Housing and Transport Board team supports the LGA's work on the Board's priorities relating to Environment, Economy, Housing and Transport, and also a number of other discrete issues which are within the Board's remit. The team

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works with Board Members, the LGA press office and political groups to maintain local government's reputation on Environment, Economy, Housing and Transport issues in the media, directs our lobbying work (according to Members' steer) in conjunction with the Parliamentary affairs team, and works collaboratively with other Boards across relevant cross cutting policy and improvement issues.

9. The team supports Members in person or by briefing when they represent the LGA on external speaking platforms or at Ministerial or Whitehall events. We will provide briefing notes and/or suggested speaking notes as required in advance if each engagement.
10. The team also participate in a number of officer working groups and programme boards, representing the sector's interests and putting forward the LGA's agreed policy positions.

Communications and Events

11. There are a number of internal and external communications channels available to help the Environment, Economy, Housing and Transport Board promote the work it is doing and to seek views from our member authorities.
12. We also have a dedicated section on the LGA website, outside speaking engagements and interviews, advisory networks, features and news items in First magazine as well as twitter accounts which are used to keep in touch with our members.

Environment, Economy, Housing and Transport Board outside body appointments

13. The LGA benefits from a wide network of member representatives on outside bodies across all Boards. These appointments are reviewed on an annual basis across the Association to ensure that the aims and objectives of the outside bodies remain pertinent to the LGA. A database for centrally recording all the information relating to appointments is held by the Member Services team.
14. A list of the organisations to which the Board will appoint member representatives for the 2017/18 meeting cycle is attached at **Appendix D**. Members are asked to agree to their respective political groups nominating representatives. Nominations are to be made in proportion with political representation across the LGA.
15. Political groups will be asked to **re-appoint** those councillors who are remaining in post. This is;
 - 15.1 HS2 Environmental Forum – Cllr Martin Tett (Con)
 - 15.2 Planning Advisory Service Board – Cllr Adele Morris (Lib Dem)
 - 15.3 Planning Advisory Service Board – Cllr Stephen Parker (Con)
 - 15.4 Planning Advisory Service Board – Cllr Jon Clempner (Lab)
16. Political groups are asked to **appoint** councillors to current vacancies. These include;
 - 16.1 HS2 Environmental Forum – the 2016/17 representative Cllr James Lewis (Lab) is no longer a member of the Board.

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- 16.2 Planning Advisory Service Board – the 2016/17 representative Cllr Mike Haines (Ind) is no longer a member of the Board.
 - 16.3 National Fly-tipping Prevention Group – the 2016/17 representative Cllr Catherine Rankin (Con) is no longer a member of the Board.
 - 16.4 Canal & River Trust Council – the 2016/17 representative Cllr Simon Greaves (Lab) is no longer a member of the Board.
17. The Board is also asked to note the removal of the HCA Rural Housing Advisory Board and the Climate Local Steering Group as they are no longer a functioning organisations.

Appendix A

Terms of Reference: Economy, Environment, Housing and Transport Board

The purpose of the Economy, Environment, Housing and Transport Board is to provide strategic oversight of the LGA's policy, regulatory and improvement activity in relation to the economy and environment, including transport, economic development and business support, housing, planning, waste and climate change, in line with the LGA priorities and any specific regulatory and LGA European lobbying priorities as they relate to this activity.

Boards should seek to involve councillors in supporting the delivery of these priorities (through task groups, Special Interest Groups (SIGs), regional networks and other means of wider engagement) operating as the centre of a network connecting to all councils and drawing on the expertise of key advisors from the sector.

The responsibilities of the Economy, Environment, Housing and Transport Board include:

1. Ensuring the priorities of councils are fed into the business planning process.
2. Developing a work programme to deliver the business plan priorities relevant to their brief, covering lobbying, campaigns, research, improvement support and events and linking with other boards where appropriate.
3. Sharing good practice and ideas to stimulate innovation and improvement.
4. Representing and lobbying on behalf of the LGA including making public statements on its areas of responsibility.
5. Building and maintaining relationships with key stakeholders.
6. Involving representatives from councils in its work, through task groups, Commissions, SIGs, regional networks and mechanisms.
6. Responding to specific issues referred to the Board by one or more member councils or groupings of councils.

The Economy, Environment, Housing and Transport Board may:

1. Appoint members to relevant outside bodies in accordance with the Political Conventions.
2. Appoint member champions from the Board to lead on key issues.

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Quorum

One third of the members, provided that representatives of at least 2 political groups represented on the body are present.

Political Composition

Conservative group:	8 members
Labour group:	7 members
Independent group:	2 members
Liberal Democrat group:	2 members

Substitute members from each political group may also be appointed.

Frequency per year

Meetings to be held five times per annum.

Reporting Accountabilities

The LGA Executive provides oversight of the Board. The Board may report periodically to the LGA Executive as required, and will submit an annual report to the Executive's July meeting.

Appendix B

**Environment, Economy, Housing & Transport Board – Membership
2017/2018**

Councillor	Authority
Conservative (8)	
Cllr Martin Tett (Chairman)	Buckinghamshire County Council
Cllr Alistair Auty	Wokingham Borough Council
Cllr Simon Cooke	Bradford Metropolitan District Council
Cllr Lynne Duffy	Wychavon District Council
Cllr Blake Pain	Harborough District Council
Cllr David Renard	Swindon Borough Council
Cllr Mark Mills-Bishop	Broxbourne Borough Council
Cllr Colin Davie	Lincolnshire County Council
Substitutes	
Cllr Philip Broadhead	Bournemouth Borough Council
Cllr Stephen Parker	Hart District Council
Labour (7)	
Cllr Judith Blake CBE (Vice-Chair)	Leeds City Council
Cllr Tony Newman	Croydon Council
Cllr Helen Holland	Bristol City Council
Cllr Ed Turner	Oxford City Council
Cllr Rachel Blake	Tower Hamlets Council
Cllr Gillian Campbell	Blackpool Council
Cllr Michael Mordey	Sunderland City Council
Substitutes	
Cllr Tim Roca	Westminster City Council
Cllr Jon Clempner	Harlow District Council
Cllr James Robbins	Swindon Borough Council
Liberal Democrat (2)	
Cllr Adele Morris (Deputy Chair)	Southwark Council
Cllr Peter Thornton	Cumbria County Council
Substitutes	
Cllr Stewart Golton	Leeds City Council
Independent (2)	
Cllr Rachel Eburne (Deputy Chair)	Mid Suffolk District Council
Cllr Linda Gillham	Runnymede Borough Council

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<i>Substitutes</i>	
Cllr Andrew Cooper	Kirklees Metropolitan Council
Cllr Philip Evans JP	Conwy County Borough Council

Appendix C

Meeting Dates 2017/18

DAY	DATE	TIME	Room
Friday	6 October 2017	11.00 – 13.00	5 th Floor, Layden House
Thursday	14 December 2017	14:00 – 16:00	Westminster Suite, Local Government House
Friday	23 February 2018	11.00 – 13.00	Rathbone 1 & 2, Local Government House
Wednesday	23 May 2018	11.00 – 13.00	Rathbone 1 & 2, Local Government House
Thursday	12 July 2018	11.00 – 13.00	Westminster Suite, Local Government House

Environment, Economy, Housing and Transport: Outside Bodies
Appointments to LGA bodies

Appendix D

Organisation / contact details	Background	Representatives	LGA Contact Officer
<p>HS2 Environmental Forum</p> <p>Contact: Helen Smart Email: Helen.Smart@dft.gsi.gov.uk</p>	<p>Forum for Government departments and statutory bodies to advise on environmental policy for the HS2 project. Meets quarterly.</p>	<p>2 positions Cllr Martin Tett (Con) Buckinghamshire County Council</p> <p>Cllr James Lewis (Lab) Leeds City Council</p>	<p>Kamal Panchal, Senior Adviser Kamal.Panchal@local.gov.uk</p>
<p>Planning Advisory Service Board</p>	<p>The PAS Governance Board was set up to provide sector leadership to ensure the support offered by PAS is responsive to councils' needs and supports exchange of good practice. The aim is to support on-going improvement in plan making and decision taking including helping councils to avoid designation on performance on major applications. The Board consists of the LGA, DCLG Directors and representatives of SOLACE, ADEPT and the Planning Officers Society. Meets quarterly.</p>	<p>4 representatives Cllr Stephen Parker (Con) Hart District Council</p> <p>Cllr Jon Clempner (Lab) Harlow District Council</p> <p>Cllr Adele Morris (LD) Southwark Council</p> <p>Cllr Mike Haines (Ind) Teignbridge District Council</p>	<p>Alice Lester (PAS) alice.lester@local.gov.uk</p>

<p>Canal & River Trust Council</p> <p>Contact: council@canalrivertrust.org.uk</p>	<p>Canals and rivers managed by British Waterways in England and Wales, transferred to a charitable trust - now named Canal & River Trust - in April 2012. Within the governance structure of the Trust, a Council has a remit to safeguard the long-term values and purposes of the Trust. The Council helps to shape policy, raise and debate issues, and provide guidance, perspective and a sounding board for Trustees. The full Council will meet two times a year.</p>	<p>1 representative</p> <p>Cllr Simon Greaves (Lab)</p> <p>Bassetlaw District Council</p>	
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Proportionality Figures 2017/18

Members are asked to ensure that appointments for 2017/18 are in broad proportionality with the 19 Member political group makeup of the Board, which is as follows:

8 Conservative, 7 Labour, 2 Liberal Democrat , 2 Independent.