

## **Culture, Tourism and Sport Board : Terms of Reference**

### **Purpose of report**

For information and approval.

### **Summary**

This report sets out how the Culture, Tourism and Sport Board operates and how the LGA works to support the objectives and work of its member authorities.

Members are asked to agree their Terms of Reference.

### **Recommendations**

That the Culture, Tourism and Sport Board:

1. agrees its Terms of Reference (**Appendix A**);

### **Action**

As directed by Members.

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### **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.

### **2018/19 Terms of reference**

3. The CTS Terms of reference are set out at **Appendix A** for agreement and noting respectively.

## **Appendix A:**

### **Remit**

The purpose of the Culture, Tourism and Sport Board is to engage with and develop a thorough understanding of the issues affecting culture, tourism and sport services, including how legislation does or could affect councils and their communities. The Board is also responsible for maintaining relationships with relevant stakeholders, and identifying support offers or policy campaigns to assist councils with their service delivery. The Board will provide strategic oversight of all the LGA's policy and improvement activity in relation to libraries, the visitor economy, sport and physical activity, the arts, museums, public parks, and heritage, in line with wider LGA priorities.

### **Objectives**

The Culture, Tourism and Sport Board has the following objectives:

- Champion the role that cultural, sporting, tourism and heritage services play in making places where people want to live, visit and work.
- Support portfolio holders and officers to lead transformational change of cultural, tourism and sport services and seize the opportunities presented by wider public sector reform, including devolution and the government's Industrial Strategy.
- Ensure that the LGA is well positioned to advance our arguments on culture, tourism and sport nationally to government and others and that our advocacy is shaped by robust intelligence from councils. In particular, steering the LGA / DCMS Libraries Taskforce, supporting the implementation of Sport England's new strategy, and ensuring English destinations have a strong voice in the national governance arrangements for tourism.
- Support other LGA Boards to recognise how culture, tourism and sport helps to achieve their priorities
- Contribute to wider LGA work any risks or opportunities that may arise for the culture, tourism and sport sectors from leaving the European Union and act on them as required.
- Ensure that the flagship Annual Culture, Tourism and Sport Conference continues to give national profile to the innovation that councils are leading and influences national policy and debate through giving a platform to leading people from the sector.

### **Operational accountabilities**

The Board will seek to involve councillors in supporting the delivery of these priorities (through Forums, policy groupings, Special Interest Groups (SIGs), regional networks and other means of wider engagement); essentially operating as the centre of a network connecting to all councils and drawing on the expertise of key advisors from the sector. The Culture, Tourism and Sport Board will be responsible for:

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

The Culture, Tourism and Sport Board may:

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

### **Work Programme**

The Board to set its own work programme which is agreed at the start of each meeting cycle in early Autumn.

### **Quorum**

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

### **Political Composition**

The composition by political party is recalculated each year and reflects the political proportionality of the wider group of councils from which their membership is drawn. The current composition is:

Conservative group: 8

Labour group: 7

Independent group: 1 member

Liberal Democrat group: 2 members

Substitute members from each political group may also be appointed.

**Frequency per year**

Meetings to be 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



