

## **Terms of Reference**

### **Purpose of report**

For decision

### **Summary**

From 1 April 2019, LGA Unlimited replaced the unincorporated LGA as the main membership body. The LGA Leadership Board is now the Board of Directors of LGA Unlimited.

The new Terms of Reference have been drafted in line with the Company's Articles of Association and Governance Framework and are attached at **Appendix A**.

### **Recommendation**

That the LGA Leadership Board agrees the Terms of Reference set out in **Appendix A**.

### **Action**

Subject to Board agreement the Terms of Reference of the Leadership Board will be published on the LGA website.

<b>Contact officer:</b>	Paul Goodchild
<b>Position:</b>	Member Services Manager
<b>Phone no:</b>	020 7664 3005
<b>Email:</b>	<a href="mailto:paul.goodchild@local.gov.uk">paul.goodchild@local.gov.uk</a>

## **Appendix A**

### **LGA Leadership Board Terms of Reference 2019/20**

1. The Leadership Board is the Board of Directors of the Local Government Association (LGA). It is politically balanced and is made up of the chairman, vice and deputy chairs, who are elected annually by the General Assembly.
2. The Leadership Board is responsible for the management of the LGA's business. Its powers and responsibilities are set out in Part 5 of the Articles of Association and in paragraphs 8 and 9 of the Governance Framework.
3. The Leadership Board:
  - 3.1 sets the strategic direction of the LGA in consultation with the Executive;
  - 3.2 directs the activities and business of the LGA and ensures its proper management;
  - 3.3 is responsible for the management of internal resources and for policies on resource management;
  - 3.4 agrees the annual budget and business plan;
  - 3.5 considers applications to join the LGA's Associate schemes;
  - 3.6 receives reports of the Audit Committee and the Commercial Advisory Board;
  - 3.7 receives annual reports of the Special Interest Groups (SIGs) and joint venture companies;
  - 3.8 receives and recommends to the General Assembly the LGA's consolidated financial statements and annual report of the Audit Committee;
  - 3.9 recommends amendments the Articles of Association to the LGA General Assembly; and
  - 3.10 recommends Motions to the General Assembly for consideration.

#### **Directing and managing the activities and business of the LGA**

4. As the Board of Directors of a national membership body and the single voice for local government, the Leadership Board ensures activity across the LGA is coordinated and integrated. The Leadership Board:
  - 4.1 Builds and maintains positive relationships with member councils, maximising LGA membership levels.
  - 4.2 Maintains a forward programme of forthcoming legislation and events, identifying, discussing and communicating emerging and key issues.
  - 4.3 Maintains relationships with other local government representative bodies, Government, Parliament, the Civil Service and other partners.
  - 4.4 Undertakes representational activity on behalf of the LGA and provides the principal spokespersons.

- 4.5 Agrees the programme of the LGA General Assembly Annual Meeting and the Annual Conference.
- 4.6 Agrees the LGA approach to the annual political balance.

**Managing the Resources of the LGA and its associated companies**

- 5. The Leadership Board is responsible for the management of the resources of the LGA and its associated companies and for agreeing the annual budget and policies on resource management. In that respect the Board:-
  - 5.1 Agrees the medium-term financial strategy for the LGA and its associated companies as the basis for the effective management of resources.
  - 5.2 Agrees and overseeing delivery of the LGA's Commercial Strategy.
  - 5.3 Agrees the annual budget and making recommendations to the respective company boards.
  - 5.4 Agrees annual subscription levels.
  - 5.5 Monitors budget arrangements and overall performance, including financial performance.
  - 5.6 Ensures that proper records are kept and approves the LGA's own and consolidated financial statements for presentation to the Annual Meeting of the General Assembly.
  - 5.7 Oversees the approach to MHCLG grant funding.
  - 5.8 Approves policies relating to staffing, including structure, appointments, terms and conditions of service, recruitment and severance procedures.
  - 5.9 Commissions reviews and agreeing changes to the Members' Scheme of Allowances.
  - 5.10 Ensures the proper safeguarding and management of investments and other assets, including treasury management arrangements and borrowings.
  - 5.11 Oversees the management and maintenance of 18 Smith Square and the Stills on behalf of the LGA and its tenants.
- 6. Subject to the Articles of Association, the Leadership Board may delegate responsibility for specific activities to another LGA Board. The General Assembly may, by special resolution, direct the Leadership Board to take or refrain from taking specified action.

**Quorum**

- 7. One third of the Directors, provided that representatives of at least 2 political groups represented on the Board are present.

### **Political Composition**

8. The core composition of the Leadership Board is

Conservative group:	6 members
Labour group:	5 members
Liberal Democrat group:	2 members
Independent group:	2 members

### **Frequency**

9. The Leadership Board meets eight times per year but may by agreement reduce or increase the number of meetings as the business requires.