

15 September 2009

Member feedback from outside bodies / appointments to outside bodies

Summary

The LGA has recently reviewed its appointments to outside bodies, looking at both the range of bodies to which the LGA appoints and the process by which these appointments are made.

At its meeting on 16 July, the LGA Executive endorsed a list of organisations to which the LGA currently appoints member representatives and a list of LGA member champion roles. The Executive also endorsed a new procedure for LGA appointments to outside bodies.

This item also provides members with the opportunity to **feedback** on recent meetings of outside bodies at which they have represented the Board.

Recommendations

The Board is asked to:

- note the attached new procedure for appointment to outside bodies (**Annex B**);
- appoint to outside bodies in accordance with the new procedure, ensuring that the bodies to which they wish to appoint accurately reflect LGA priorities;
- make their leading member aware, before 22 September, if they are interested in representing the Board on any of these outside bodies,
- that members currently representing this Board on outside bodies provide any appropriate feedback from recent meetings

Action

Lead members to refresh the Board's representation on outside bodies at their next Lead Members' meeting.

MSO to inform outside bodies of any changes in, or confirm continuation of, LGA representatives, and to provide the LGA Executive October meeting with the Board's 2009-2010 lists of outside body appointments.

MSO to confirm appointments directly to members and also via a paper for information to the next appropriate full CTS Board meeting

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Recent and future meetings of outside bodies – for member feedback

Recent

Title	Date	Attendees
Beacon Council learning event in conjunction with LGA 2012 Games network	15 July	Cllr Chris White (Chair) Cllr Stephen Castle
Local Government Yorkshire and Humber, Culture Network Meeting	20 July	Cllr Chris White
VisitEngland strategy meeting	28 July	Cllr Chris White
Meeting with Andrew Motion (Chair, MLA)	28 July	Cllr Chris White
DCMS Engaging Disabled Customers	26 August	Sir William Lawrence
Roundtable with NGBs and Sport England	1 September	Cllrs Chris White, Cllr Stephen Castle Cllr Ian Mearns
Living Places working dinner	3 September	Cllr Chris White
Tourism for All Board	9 September	Sir William Lawrence
VisitBritain annual stakeholder dinner	14 September	Cllr Stephen Castle

Forthcoming

Title	Date	Attendees
VisitEngland meeting with LGA	15 September	Cllr Chris White
2012 Nations and Regions Group	17 September	Cllr Chris White Cllr Stephen Castle
Please notify Paul Johnston (paul.johnston@lga.gov.uk) of any events/meetings that have not been included		

Appointments to Outside Bodies

Background

1. The LGA currently benefits from a wide network of member representatives on outside bodies. However, the LGA could be making better use of these appointments, both in terms of communicating our key lobbying messages and in intelligence gathering.
2. In 2002, the Scrutiny Panel undertook an investigation of LGA appointments to Outside Bodies and their final report was presented to the General Assembly in July 2003. The panel reinforced the importance of ensuring the LGA was appropriately represented on outside bodies, and agreed that the process needed to be clear and that members attending meetings of outside bodies should be well briefed.
3. While their recommendations were accepted in full by the LGA and in several areas have been adopted, their implementation has been inconsistent.
4. Outside bodies for the CTS Board were initially discussed by Lead Members at their meeting on 1 September. All members are asked to discuss appointments at their **political group meetings** prior to the September Board and to make any requests to represent the LGA, or requests for changes to their Lead Member by 22 September 2009.

Preparations for 2009-10 Board cycle

5. A list of the organisations to which the Culture, Tourism and Sport Board currently appoints member representatives is attached as **Annex A**. This list also details where Councillors have been returned to the Board in the new cycle and where changes in membership have created a vacancy on an outside body.
6. A new database for centrally recording all the information relating to appointments has been created and is held by the Member Services team.
7. In order to clarify the process for making appointments and the method of recording information on appointments, and to set out the level of support we will offer to appointed members, a new procedure has been drawn up (**Annex B**). This procedure incorporates the scrutiny panel's recommendations and will be implemented from September 2009. The Scrutiny Panel agreed this procedure at their meeting on 6 July 2009 and the procedure was endorsed by the LGA Executive at its meeting on 17 July 2009.

Financial Implications

8. Members that represent the LGA at meetings of outside bodies are **entitled to claim reasonable travel and subsistence expenses** in accordance with LGA policy.

Implications for Wales

9. To be considered as appropriate.

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Culture, Tourism and Sport Board - appointments to outside bodies 2009-10

Annex A

LGA appointments 2009-10

Issue	Related bodies	2008-09 Appointee	Previous appointee still a board member?
Rural	LGA Rural Commission	Cllr Collin Brewer (Indep)	No – vacant
Urban	LGA Urban Commission and Urban Commission Steering Committee	Cllr Nilgun Canver (Lab, substitute)	No – vacant. Cllr Ian Mearns confirmed
Social Inclusion and Equalities Issues	Lead member required for each LGA Board	Cllr Mahroof Hussain (Lab)	No – vacant
European and International	New LGA European and International governance arrangements	Cllr Ken Maddock (Con)	Yes – confirm/amend?

Outside bodies – appointments fro 2009-10

Outside bodies	Description	Meeting per year	2008-09 Appointee	Previous appointee still a board member?
2012 Olympic and Paralympic Games Nations and Regions Group (NRG)	Chaired by London 2012 Organising Committee Board member Charles Allen, the NRG is made up of 12 senior representatives from UK business and sport: nine from the English regions and one each from Scotland, Wales and Northern Ireland	Five	Cllr Chris White Cllr Stephen Castle	Yes – confirmed as Chair of CTS Board Yes – confirmed as Chair of NRG East
DCMS Informal Local Government	The informal local government network is part of the DCMS drive to improve its engagement with a wide range of local government stakeholders. Through it the DCMS can better communicate ideas and	Three	Lead Members	Confirmed

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Network	proposals to people who have a direct influence over the provision of culture and sport at a local level, and get feedback that will assist in developing further ideas and proposals that are of relevance to local communities.			
Central Council for Physical Recreation (CCPR)	As the independent voice of UK Sport the CCPR: <ul style="list-style-type: none"> ▪ Is the umbrella organisation for the national governing and representative bodies of sport and recreation in the UK ▪ Speaks and acts to promote, protect and develop the interests of sport and physical recreation at all levels ▪ Is at the forefront of sports politics, providing support and services to those who participate in and administer sport and recreation ▪ Is completely independent of any form of Government control and has no responsibility for allocating funds 	Four	Cllr Mark Hackett (Lab)	Yes – confirm/amend?
Parliamentary All Party Leisure Group and Sports Caucus	The Sports Caucus was set up in November 2003 to provide a focus for the sports lobby. Its aims are to promote the sports agenda in parliament, to provide a parliamentary forum for sponsoring organisations and improve links between parliamentarians and sports bodies.	Monthly, when Parliament is sitting	Cllr Chris White (Lib Dem)	Yes – amend for 2009-10: Cllr Stephen Castle
MLA Renaissance programme advisory panel	MLA is establishing a small advisory panel to provide expert support and guidance on the delivery and strategic direction of Renaissance, their groundbreaking programme to transform England’s regional museums. This group is currently deferred pending the review of Renaissance. It is expected to be reinstated, and it is recommended that the Board nominate a delegate in expectation of this.	tbc	Cllr Mark Hackett (Lab)	Yes – confirm/amend?
National Youth Libraries Board	In Spring 2006 the National Youth Libraries Board was established to champion the role of libraries in delivering against these key government agendas particularly Every Child Matters, Youth Matters, and the new DCSF 10 Year Youth strategy, Aiming High. The Board is	tbc	Cllr Paul Crossley (Lib Dem)	No – vacant.

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	chaired by the MLA and supported by the reading agency.			
British Board of Film Classification – Consultative Council	The British Board of Film Classification classifies films on behalf of Local Authorities and videos/DVDs under the terms of the Video Recordings Act. Its "Consultative Council" is a requirement of the Board's designation under the Video Recordings Act. The Council is made up of representatives of the film industry, local government bodies, DCMS, OfCom, the police and others. It has representatives from NILGA, COSLA and the Welsh Government Association. The BBFC is able to cover reasonable expenses incurred in attending the meetings.	Three	Cllr Sir William Lawrence (Con)	Yes – confirm/amend?
Tourism Advisory Council (TAC)	The TAC advises the Minister for Tourism on what the Government might do to help support the Visitor Economy through the current recession. The TAC was set up following the DCMS Cabinet level Tourism Summit in January 2009, and its membership consists of key employers and operators in the tourism and leisure sectors, plus public sector partners.	Three / Four	Cllr Chris White (Lib Dem)	Yes – confirm/amend?
Tourism Alliance	Seeks to establish and maintain a favourable operating environment for all businesses involved in delivery of tourism, particularly in England. It provides a forum for discussion as well as lobbying on issues of competitiveness, quality and best practice. Acts as the voice of tourism and speaks for all sizes of business across key tourism sectors. LGA has a non-voting place on the Board.	Six	Cllr Geraldine Carter (Con)	No – vacant
British Tourism Development Committee	Established in 1995, this committee is VisitBritain's main consultative mechanism with the tourism industry. It acts as a forum for discussion and representation to Government, VisitBritain and other statutory tourism boards, as well as other public and private sector organisations. A powerful voice for the tourism industry, it advises on matters including the European Union, product development, environmental, transport and tourism issues and strategic aspects of marketing policy. Meetings are chaired by Tom Wright, chief executive of VisitBritain.	Four	Cllr Geraldine Carter (Con)	No – vacant. Cllr Chris White confirmed

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Tourism Quality Review Group	Set up by all the National Tourist Boards, under the Chairmanship of Alan Britten, to oversee quality grading in hotels etc. and to increase the awareness of quality across the whole accommodation sector. Members include Visit Britain, the RDA's and the AA.	Two	Cllr Sir William Lawrence Bt (Cons)	Yes – confirm/amend?
Tourism for All	A national registered charity which provides: <ul style="list-style-type: none"> Information to people with disabilities and older people in relation to accessible accommodation and other tourism services. Providing expertise and support to the tourism and hospitality sector to provide accessible services for all. A network for organisations and individuals who wish to support our objectives. 	Five	Cllr Sir William Lawrence Bt (Cons)	Yes – confirm/amend?
British Resorts and Destinations Association	A national body that operates as a trade association representing the wider interest of local authority sponsored tourism. Membership includes local government authorities of all types and sizes from across the UK, regional and local tourist boards and commercial organisations, who are either suppliers of services to the public or to the industry itself.	Four	Cllr Geoff Knight (Indep)	Yes (Sub) – confirm/amend?
English Tourism Intelligence Partnership (ETIP)	The purpose of the Partnership is to lead action and investment by various parties to improve tourism intelligence within England. Its key tasks include: <ul style="list-style-type: none"> Improving the quality of data on tourism activity; Improving and authenticating the methods for evaluating the economic impact of tourism activity and expenditure; Creating standards and templates for the collection of data and the commissioning of surveys, and; Generating and disseminating good practice in data collection and analysis. 	Four - Six	Cllr Sukhjot Dhaliwal (Lab)	No – recently agreed to send officer representative

The Board also operates a regular Tourism Working Group, which meets prior to each CTS Board meeting, from 11.00 – 12.00, and ad hoc Arts and Sports working groups. These groups are open to all members with a particular interest in these issues.

Procedure for LGA appointments to outside bodies

1. List of Outside Bodies

- 1.1 It is the responsibility of the Boards to review the need for representation on outside bodies as part of their annual appointments process. Boards should:
- Ensure that the list of outside bodies reflects LGA priorities, both by ending appointments where these are not felt to be of value and by actively seeking representation on new organisations;
 - Evaluate both the value of the LGA's relationship with the organisation and the level of LGA influence on that body; and
 - Have consideration of when it is necessary to appoint a member representative and when an officer appointment would be more appropriate.
- 1.2 The Boards will submit a report to LGA Executive setting out their current list of outside bodies every year in October.

2. Political Proportionality

- 2.1 As stated in the LGA Political Conventions:

Every effort will be made to ensure that all groups recognised by the Association are fairly represented on outside bodies both numerically and in terms of the range/type of appointments made. Each Board or Panel responsible for making appointments should agree the means by which this is achieved ... Appointments to individual outside bodies should reflect political balance where possible, subject to the constraints set by the number of appointments to individual bodies.

- 2.2. While the Boards are responsible for ensuring appointments are made in accordance with the LGA's political proportionality, the political group offices have oversight of this process through:
- a) Considering individual appointments in the context of all appointments to outside bodies across the organisation.
 - b) Maintaining lists of members of Boards and other councillors willing to serve on outside bodies, together with details of their particular skills and experience.
 - c) Discussing nominations to outside bodies with their members at the political group meetings preceding September Board meetings.
 - d) Being kept informed of any additional appointments that arise during the course of the board cycle.
 - e) Finding a representative if a Board is unable to secure an appointment.

3. Appointments

- 3.1 Appointments will be agreed by each Board at their September meeting and will be time limited – set according to the outside body’s governance arrangements.
- 3.2 The Business Manager will then write to each organisation notifying them of the appointment and requesting details of forthcoming meetings.
- 3.3 Certain appointments are made centrally and appointments are also made by LGE to negotiating bodies and by the European and International Unit. While the process for making these appointments will be different, this information will be recorded on the central database and the same requirements for review and for support to members apply.

4. Recording information about appointments

- 4.1 A database of existing outside body appointments will be maintained centrally by the member support team, to include:
 - Councillor details, including political party;
 - Term of Office;
 - A key contact at the organisation;
 - Any allowances or expenses paid by the outside body; and
 - Named LGA link officer.
- 4.2 The Member support team will add details of the appointment to the notes on the appointed councillor’s CRM entry and on the organisation’s CRM entry.
- 4.3 The list of Outside Bodies, broken down by Board, will be published on the LGA website and details will also be added to each member’s web profile. The member support team has responsibility for ensuring this is kept up to date.
- 4.4 This list will also include any ‘member champions’ – board members appointed to hold a particular portfolio area of responsibility within the LGA, for example the European and International Champions on each Board.

5. LGA support for members appointed to Outside Bodies

- 5.1 Members appointed to outside bodies must receive support from LGA officers in order to maximise their contributions to outside bodies, including being kept informed of key LGA lobbying messages. Support will therefore be provided in line with the following Scrutiny Panel recommendations, agreed by the LGA in 2003:
 - For each Board making appointments to outside bodies, there should be a designated LGA member of staff to oversee the appointment process for that executive, including the provision of introductory briefing for new appointees.
 - A named member of staff should be appointed as the liaison person for each outside body.
 - Each Board should consider the need for induction support for appointees in relation to particular outside bodies.

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- Where deputies or substitute representatives are appointed, they should also be made aware of arrangements for support and report back.
 - Details of any financial support from either the LGA or the outside body should be provided for all appointees.
- 5.2 Business Managers will oversee the appointment process and in most cases will be the liaison officer for outside bodies linked to their Boards; however, in certain cases it may be more appropriate for a Policy Consultant to act as the liaison.
- 5.3 Member Support Officers will ensure that appointees receive a letter setting out the details of the appointment, term of office, future meeting dates, arrangements for expenses and the contact details of both the organisation's named contact and the LGA's link officer.
- 5.4 New appointees will receive an initial briefing on the work of the outside body and relevant LGA lobbying messages from the link officer and will also be kept informed of any arising policy issues and of other LGA contact with the organisation.
- 6. Mechanisms for feedback**
- 6.1 All appointees should be encouraged to provide updates to the link officer following meetings and when important issues arise.
- 6.2 All appointees, including non-board members, should be encouraged to feed into board 'other business' reports every 2 months. Appointees who are not board members may also wish to attend a board meeting to report back.
- 6.3 Towards the end of each year, all appointees will be contacted by either the Member Support Officer or Business Manager and invited to feed back their views of the appointment, in preparation for the Boards' annual review of appointments. This should cover how many meetings they have attended, how useful they feel their role has been, whether they wish to continue and whether they have any additional support needs.
- 6.4 The named contact at the outside body should also be contacted annually to confirm details of attendance and provide an update on any changes.