

Item 7

Membership of Outside Bodies and feedback from members

Purpose of report

For information.

Summary

This report outlines outside bodies to which the Programme Board is asked to appoint for the 2010 / 11 meeting cycle. This report also seeks to confirm to Members appointed to the Board will not, by virtue of their appointment, incur any fiduciary duties on those outside bodies to which they are appointed.

Members that have attended recent meetings of outside bodies are also **invited** to provide any relevant oral feedback.

Recommendation(s)

The Board is asked to:

- formally appoint to outside bodies detailed at **Appendix A**, in accordance with the procedure outlined in **Appendix B**, and at **Appendix C** for the European and International Programme Board; ensuring that the bodies to which they wish to appoint accurately reflect LGA priorities;
- that members currently representing the Programme Board on outside bodies **provide any appropriate feedback** from recent meetings, details of which are enclosed at **Appendix D**;
- provide the LG Group Executive October meeting with the Board's 2010-2011 list of outside body appointments.

Action

- Officers to inform outside bodies of any changes in, or confirm continuation of, LGA representatives.
- Officers to confirm appointments directly to members and also via a paper for information to the next appropriate full Programme Board.

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Item 7

Membership of Outside Bodies and feedback from members

Background

1. The Local Government Group currently benefits from a wide network of member representatives on outside bodies across all Programme Boards. These appointments are reviewed on an annual basis across the Group to ensure that the aims and activities of the outside bodies remain pertinent to the LG Group.

Programme Board appointments

2. A list of the organisations to which the Culture, Tourism and Sport Programme Board currently appoints member representatives is attached as **Appendix A**. Members are asked to note and comment upon the appointments for this meeting cycle, which are to be made in proportion with political representation across the LG Group.
3. A new database for centrally recording all the information relating to appointments has been created and is held by the Member Services team.
4. In order to clarify the process for making appointments; the method of recording information on appointments; and to set out the level of support we will offer to appointed members, a procedure has been drawn up (**Appendix B**) which aims to ensure that Members are, ahead of the first meeting of the cycle, fully briefed on both the policy direction of the outside body and the logistical arrangements, such as meeting frequency, meeting location and membership.

Financial Implications

5. There are no financial implications arising directly from this report. Reasonable travel and subsistence costs will be paid by the LGA Group for expenses incurred by a member appointee, whilst carrying out a representative role on an outside body on behalf of the LGA.

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Item 7

Appendix A

Culture, Tourism and Sport Programme Board Outside Bodies:

* indicates previous representative is no longer a Board member. Such positions should initially be considered vacant, unless members decide otherwise

Organisation / contact details	Background	2009-10 Representatives	Allowances/ Expenses	LGA Contact Officer
<p>2012 Olympic and Paralympic Games Nations and Regions Group (NRG)</p> <p>LOCOG</p>	<p>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 England, Scotland, Wales and Northern Ireland.</p>	<p>1 LGA appointment:</p> <p>Cllr Chris White (as Chair of the Board)</p> <p>Cllr Stephen Castle also attends as Chair of the NRG East)</p>	<p>LGA will cover reasonable travel and subsistence</p>	<p>Laura Caton Policy Consultant (020) 7664 3154 laura.caton@lga.gov.uk</p>
<p>DCMS Informal Local Government Network</p>	<p>The informal local government network allows DCMS to communicate ideas and proposals to people who have a direct influence over the provision of culture and sport at a local level</p>	<p>4 appointments (lead members): Cllr Chris White Cllr Ian Mearns (*) Cllr Stephen Castle Cllr Andrew Cooper (*)</p>	<p>LGA will cover reasonable travel and subsistence</p>	<p>Steven Skelton Business Manager (020) 7664 3074 steven.skelton@lga.gov.uk</p>
<p>Parliamentary All Party Leisure Group and Sports Caucus</p>	<p>The Sports Caucus was set up in November 2003 to provide a focus for the sports lobby in Parliament.</p>	<p>1 appointment Cllr Stephen Castle</p>	<p>LGA will cover reasonable travel/subsistence</p>	<p>Steven Skelton Business Manager steven.skelton@lga.gov.uk</p>
<p>National Youth Libraries</p>	<p>The National Youth Libraries Board</p>	<p>1 appointment:</p>	<p>LGA will cover</p>	<p>Steven Skelton</p>

Item 7

Board The Reading Agency	champions the role of libraries in delivering outcomes for children	Cllr Flick Rea	reasonable travel and subsistence	Business Manager (020) 7664 3074 steven.skelton@lga.gov.uk
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.	1 appointment: Cllr Sir William Lawrence	Reasonable travel expenses can be claimed from the BBFC.	Steven Skelton Business Manager (020) 7664 3074 steven.skelton@lga.gov.uk
Tourism Advisory Council DCMS	The TAC advises the Minister for Tourism. It has been dormant since the 2010 General Election	1 appointment: Chris White (as board Chair)	LGA will cover reasonable travel and subsistence	Steven Skelton Business Manager (steven.skelton@lga.gov.uk)
<u>Tourism Alliance</u>	The TA seeks to establish and maintain a favourable operating environment for all businesses involved in the delivery of tourism, particularly in England. The LGA has a non-voting place on the Board.	1 appointment: Cllr Kevin Carroll	LGA will cover reasonable travel and subsistence	Steven Skelton Business Manager (020) 7664 3074 steven.skelton@lga.gov.uk
<u>British Tourism Development Committee</u>	The BTDC is Visit Britain's main consultative mechanism with the tourism industry. It acts as a forum for discussion and representation to Government and others.	1 appointment: Sir William Lawrence	LGA will cover reasonable travel and subsistence	Steven Skelton Business Manager (020) 7664 3074 steven.skelton@lga.gov.uk

Item 7

<p>British Resorts and Destinations Association</p> <p>Peter Hampson Director peter.hampson@btconnect.com</p>	<p>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.</p>	<p>1 appointment: Cllr Geoffrey Theobald</p>	<p>LGA will cover reasonable travel and subsistence</p>	<p>Steven Skelton Business Manager (020) 7664 3074 steven.skelton@lga.gov.uk</p>
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Appointments to LGA groups

LGA Body:	Background:	2009-10 LGA Representatives: One position held or all	Frequency of Meetings:	LGA Contact Officer:
<p>Rural Commission Local Government Association</p>	<p>Provides the forum within the Association for member authorities with an interest in rural affairs.</p>	<p>1 appointment: Cllr Andrew Cooper (*)</p>	<p>2 times per year</p>	<p>Sarah Monaghan Member Support Officer (020) 7664 3214 sarah.monaghan@lga.gov.uk</p>
<p>Urban Commission Local Government Association</p>	<p>Provides a forum LGA for member authorities whose areas are wholly or partly urban.</p>	<p>1 appointment: Cllr Ian Mearns (*)</p>	<p>2 times per year</p>	<p>Sarah Monaghan Member Support Officer (020) 7664 3214 sarah.monaghan@lga.gov.uk</p>
<p>European & International Strategy Group §</p>	<p>LGA's new International and European governance arrangements</p>	<p>1 appointment: Cllr David Lloyd</p>	<p>TBA</p>	<p>Nick Porter Policy & Public Affairs Officer Nick.porter@lga.gov.uk</p>

§ - **Please note:** this group will be replaced by the new European and International Programme Board, appointments to which will be made in accordance with the process outlined at **Appendix C**

Item 7

Appendix B

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.

Item 7

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.

15 September 2010

Item 7

- Each Board should consider the need for induction support for appointees in relation to particular outside bodies.
- 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.

7. Expenses

7.1 Reasonable travel and subsistence costs will be paid by the LGA Group for expenses incurred by a member appointee, whilst carrying out a representative role on an outside body on behalf of the LGA.

Item 7

Appendix C

Nominations to the new European and international Programme Board

1. From September 2010, a new European and International (E&I) Programme Board will be established to provide strategic oversight and coordinate the Group's E&I work. Since the Board will be composed of representatives from each of the other eight programme boards, nominations are sought.

Formation

2. There will be 14 members of the Board. The political balance will be 6 Conservatives, 4 Labour, 3 Liberal Democrat and one Independent.
3. There will be a Chair, Vice Chair and two Deputy Chairs.
4. The other ten places will be held by leading representatives of bodies such as Committee of the Regions, Congress and CEMR (pan European LGA) plus **one representative from each of the eight Programme Boards:**
 - Economy and transport
 - Improvement
 - Workforce
 - Environment and Housing
 - Children and Young People
 - Community Wellbeing
 - Safer and Stronger Communities
 - **Culture, Tourism and Sport**
5. The role of each representative will be:
 - to champion the integration of European Union lobbying and international policy development within their nominating board. LGA officers will provide support for this; and
 - through their place on the E&I programme board, to play a role in developing strategic oversight of the Group's E&I work.

Frequency of meetings

6. The Board will meet at least four times a year in London:
 - Friday 26 November, 2.00pm
 - Thursday 20 January 2011, 2.00pm
 - Tuesday 24 May 2011, 2.00pm
 - Tuesday 19 July 2011, 2.00pm

15 September 2010

Item 7

7. Other dates may be suggested for the Board to meet outside of London (dates tbc).

Process for Programme Board nominations

8. There are **four available Conservative places, three available Labour places and one available Lib Dem place.**
9. **Each Party group on the Culture, Tourism and Sport Programme Board should nominate one member (totalling one Conservative, one Labour and one Lib Dem) to the E&I Programme Board.**
10. These names will be put forward, along with nominations from other Programme Boards, to the **Political Group Offices**, who will make the final decision of membership.

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Item 7

Appendix D

Member feedback from outside meetings

Recent

Title	Date	Attendees
Informal dinner with London Organising Committee of the Olympic Games and Paralympic Games (LOCOG)	14 July 2010	Cllr Chris White, Cllr Stephen Castle and Cllr John Commons
Local Connectivity Working Group	14 July 2010	Cllr Stephen Castle
LGA / English Heritage conference	19 July 2010	Cllr Chris White
Meeting with John Penrose MP	26 July 2010	Cllr Chris White
Meeting with Hugh Robertson MP	28 July 2010	Cllr Chris White and Cllr Stephen Castle
Meeting with Ed Vaizey MP	28 July 2010	Cllr Chris White and Cllr Stephen Castle
LGA meeting with South West RDA	3 September 2010	Cllr Chris White
2012 Social Legacy Delivery Board	9 September 2010	Cllr Chris White

Forthcoming

Title	Date	Attendees
The future of Culture, Tourism and Sport conference	14 September 2010	Cllr Chris White
LGA / LOCOG bilateral meeting	16 September 2010	Cllr Stephen Castle and Cllr Simon Henig
Culture First – Elected Members Forum	24 September 2010	Cllr Chris White
NRG meeting	30 September 2010	Cllr Chris White
LGA / Sport England meeting	27 October 2010	Cllr Chris White and Cllr Stephen Castle
Please notify Paul Johnston (paul.johnston@local.gov.uk) of any events/meetings that have not been included		