

Item 8

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.

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 the previous meeting cycle;
- 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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Membership of Outside Bodies and feedback from members

Board Governance and Appointments to Outside Bodies 2010 - 11

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 ***Economy & Transport Programme Board*** currently appoints member representatives is attached as **Appendix 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. 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.



**Economy & Transport
Programme Board**
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Economy & Transport Programme Board Outside Bodies:

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

Outside Body	Background	2009-10 LGA Representatives	Frequency of Meetings:	LGA Contact Officer
Motorists Forum David Prescott David.Prescott@dft.gsi.gov.uk	Set up in 1999 to advise on policy proposals affecting motorists.	1 position held: Cllr Ricky Bower r.bower@btconnect.com (*)	4 times per year	Steven Skelton Business Manager Steven.skelton@lga.gov.uk
Bus Partnership Forum DfT	Brings together senior representatives from the bus industry, central and local government.	Three positions held: Cllr Richard Knowles (Lib Dem) richard.knowles@oldham.gov.uk Cllr Shona Johnstone (con) shona.johnstone@cambridgeshire.gov.uk Cllr Tony Page (Lab, current sub) tony.page@reading.gov.uk	2 times per year	Caroline Green LGA Senior Policy Consultant caroline.green@lga.gov.uk

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<p>Transport Futures (Formerly Channel Tunnel Initiative) Douglas Hamilton</p>	<p>Transport Futures represents local authorities throughout Great Britain with an interest in rail policy, with a focus on rail freight, high speed rail and related issues</p>	<p>Four positions held Cllr Richard Knowles (Lib Dem) richard.knowles@oldham.gov.uk Cllr Ricky Bower r.bower@btconnect.com (*) Cllr Austin (lab) (*) Cllr Malcolm Blanksby (*)</p>	<p>4 times per year</p>	<p>Steven Skelton Business Manager 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>Cllr Stephen Parnaby (Cons) (*) councillor.parnaby@eastriding.gov.uk</p>	<p>2 times per year</p>	<p>Clive Harris Business Manager Clive.harris@lga.gov.uk</p>
<p>Urban Commission Local Government Association</p>	<p>LGA Urban Commission Steering Committee</p>	<p>Cllr Andrew Carter (Cons) andrew.carter@leeds.gov.uk</p>	<p>2 times per year</p>	<p>Steven Skelton Business Manager Steven.skelton@lga.gov.uk</p>
<p>European and International Please see Appendix C</p>	<p>LGA's new International and European governance arrangements</p>	<p>Cllr David Sparks (*) david.sparks@dudley.gov.uk</p>	<p>TBA</p>	<p>Nick Porter Policy & Public Affairs Officer Nick.porter@lga.gov.uk</p>
<p>2012 Games Transport LGA Culture, Tourism & Sports Board</p>	<p>Link member to discuss local transport issues arising from the 2012 Games</p>	<p>Cllr Shona Johnstone (Cons) shona.johnstone@cambridgeshire.gov.uk</p>	<p>Ad hoc</p>	<p>Laura Caton Policy Consultant Laura.caton@lga.gov.uk</p>

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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.

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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.

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- 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.

Nominations to the 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

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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 Economy and Transport Programme Board should nominates 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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