

Appointments to Outside Bodies and Portfolio Holders 2010-11

Purpose of report

For discussion and decision

Summary

This report outlines outside bodies to which the Programme Board is asked to appoint for the 2010 / 11 meeting cycle.

Recommendation(s)

The Board is asked to:

- formally appoint to outside bodies in accordance with the procedure outlined in **Appendix A**, 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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**Environment & Housing
Programme Board**

13 September 2010

Item 6

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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 Environment & Housing Programme Board currently appoints member representatives is attached as **Appendix B**. 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. Also attached at **Appendix C** is a list of Portfolio Holders from the Board 2009-10 for consideration.
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 A**) 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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**Environment & Housing
Programme Board**

13 September 2010

Item 6

Item 6

Appendix A

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.

Item 6

- 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

Item 6

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.
- 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

Item 6

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 6

Appendix B

LGA Environment Board representatives to outside bodies 2010-11

Outside Body	Conservative	Labour	Lib Democrat	Independent
National Planning Forum	Cllr Andrew Gravells	Cllr Derek Bateman	Mayor Dorothy Thornhill	Cllr Michael Haines
HCA Rural Advisory Board	Cllr Gary Porter	N/A	N/A	N/A
Urban Commission Steering Committee	N/A	Cllr Derek Bateman	N/A	N/A
Flood Risk and Water Management	Cllr Andrew Gravells (cc Cllr Gary Porter)	Cllr Derek Bateman	Cllr Berni Turner	Cllr Michael Haines (Chair)
* European & International Programme Board	Cllr Clare Whelan	N/A	N/A	N/A

* Nominations to the European & International Programme Board should include one Conservative, one Labour and one Liberal Democrat member on the understanding that only one of these will then go on to represent the Board.



**Environment & Housing
Programme Board**

13 September 2010

Item 6

Item 6

Appendix C

Environment & Housing Programme Board portfolio holders 2010 – 11

Portfolio	Conservative	Labour	Lib Democrat	Independent
Housing	Cllr Gary Porter	Cllr Tony Newman	Mayor Dorothy Thornhill	Cllr Michael Haines
Planning	Cllr Andrew Gravells	Cllr Derek Bateman	Mayor Dorothy Thornhill	Cllr Michael Haines
Waste and Material Resources	Cllr David Potts	Vacancy	Cllr Berni Turner	Cllr Michael Haines
Green and Green Issues	Cllr Peter Britcliffe	Cllr Ed Turner	Cllr Paula Baker	Cllr Michael Haines