

## **Appointments to Outside Bodies and Portfolio Holders 2011-12**

### **Purpose of report**

For decision

### **Summary**

This report outlines outside bodies to which the Programme Board is asked to appoint for the 2011 / 12 meeting cycle.

### **Recommendations**

The Board is asked to

1. 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 LG Group priorities
2. formally appoint portfolio holders as outlined in **Appendix B**.

### **Action**

1. Officers to inform outside bodies of any changes in, or confirm continuation of, LG Group representatives.
2. 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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## **Appointments to Outside Bodies and Portfolio Holders 2011 - 12**

### **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 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. Also attached at **Appendix B** is a list of Portfolio Holders 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 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 LG Group for expenses incurred by a member appointee, whilst carrying out a representative role on an outside body on behalf of the LGA.

### **Procedure for LG Group appointments to outside bodies**

6. 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:

- 6.1 Ensure that the list of outside bodies reflects LG Group priorities, both by ending appointments where these are not felt to be of value and by actively seeking representation on new organisations;
- 6.2 Evaluate both the value of the LG Group's relationship with the organisation and the level of LG Group influence on that body; and
- 6.3 Have consideration of when it is necessary to appoint a member representative and when an officer appointment would be more appropriate.

### **Political Proportionality**

7. 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.

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

### **Appointments**

9. 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.

10. The Programme Support Officer (Member Services) will then write to each organisation notifying them of the appointment and requesting details of forthcoming meetings.

### **Recording information about appointments**

11. A database of existing outside body appointments will be maintained centrally by the member support team.

### **LGA support for members appointed to Outside Bodies**

12. Members appointed to outside bodies must receive support from LG Group officers in order to maximise their contributions to outside bodies, including being kept informed of key lobbying messages. Support will therefore be provided in line with the following:
- 12.1 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.
  - 12.2 A named member of staff should be appointed as the liaison person for each outside body.
  - 12.3 Each Board should consider the need for induction support for appointees in relation to particular outside bodies.
  - 12.4 Where deputies or substitute representatives are appointed, they should also be made aware of arrangements for support and report back.
  - 12.5 Details of any financial support from either the LGA or the outside body should be provided for all appointees.
13. 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 LG Group's link officer.
14. New appointees will receive an initial briefing on the work of the outside body and relevant LG Group lobbying messages from the link officer and will also be kept informed of any arising policy issues and of other LG Group contact with the organisation.

### **Mechanisms for feedback**

15. All appointees should be encouraged to provide updates to the link officer following meetings and when important issues arise.

16. 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.
17. 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.
18. The named contact at the outside body should also be contacted annually to confirm details of attendance and provide an update on any changes.

#### **Expenses**

19. 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.

#### **Environment and Housing Programme Board portfolio holders**

20. In order to manage the breadth of its remit, the Environment and Housing Programme Board appoints 'portfolio holders' (one member from each political group on the Board) to take responsibility for the following areas: **housing, planning, waste and green issues**. Officers will use these members as key links for the work in the respective areas, although the Lead Members of the Board will continue to have oversight of these areas. Lead members are also asked to discuss their nominations in their political groups ahead of the Board meeting (please note that lead members can also be portfolio holders.)
21. A table of portfolio holder roles in the Board is also attached as **Appendix B**. The names of continuing members who were portfolio holders in the previous board cycle have been included for your informat

**LG Group Environment & Housing Board representatives to outside bodies  
2011-12**

**Appendix A**

<b>Organisation</b>	<b>Background</b>	<b>Representatives</b>
<b>National Planning Forum</b>	<p>The National Planning Forum (NPF) is the principal cross-sectoral voice on planning issues and aims to be recognised as a key agent for change in delivering a better planning service.</p> <p>Members are expected to attend four Forum events each year, each held at Local Government House.</p> <p>One member will also be appointed as the Vice Chair of Forum (representing the Local Government sector) and will be expected to additionally attend 5 Executive meetings in London.</p>	<b>4 places (one per political group, including one Vice Chair for the Local Government sector)</b>
<b>HCA Rural Advisory Board</b>	<p>The Board's aim is to advise Government on and seek ways to improve delivery of affordable rural housing, promoting joint working between key stakeholders through the provision of a forum for sharing good practice and encouraging innovation.</p> <p>3 meetings are held in London each year for 2-3 hours.</p>	<b>1 place</b>
<b>Local Housing Delivery and Standards Group*</b>	<p>This group has been established to consider both the viability of local plans and the related issue of local standards. It will be chaired by the Homes and Communities Agency, which provides the secretariat, and the group brings together many sectors with an interest in the area.</p> <p>There are currently 3 meetings scheduled between September and December 2011.</p>	<b>1 place</b>
<b>Nottingham Declaration Board*</b>	<p>This newly formed Board will oversee the implementation of the new Nottingham Declaration.</p> <p>The first meeting will take place on 1 November,</p>	<b>1 place</b>

	where it will decide how many further times it will meet.	
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**Appointments to LG Group bodies**

<b>LG Group body</b>	<b>Background</b>	<b>Representatives</b>
<b>Urban Commission Steering Committee</b>	The Urban Commission provides a forum LGA for member authorities whose areas are wholly or partly urban. The Urban Commission will act in a way that complements the principals of the LGA as a whole.	<b>1 place</b>
<b>Inland Flood Risk Management Group</b>	The group acts as a sounding group for the Environment and Housing Programme Board, and the four Members lead on flood risk management in their shaping of LG Group policy positions and improvement activities in relation to the lead role on managing inland flood risk, and the development of expertise, learning and progress in all local authorities.  This group meets 3 times a year in Local Government House.	<b>4 places (one per political party including the appointment of a Chair of the Group)</b>

**Political Proportionality**

The National Planning Forum and Inland Flood Risk Management Group require representation from all political groups (one from each party) so are not included in the political proportionality for outside bodies.

Of the 4 other places on outside bodies, political proportionality works as follows:

Conservative: 1.6  
Labour: 1.3  
Liberal Democrat: 0.8  
Independent: 0.3

Based on these calculations, the suggestion is that the places are allocated as follows:

Conservative: 2  
Labour: 1  
Independent: 1

**Environment & Housing Programme Board portfolio holders 2010 – 11**

**Appendix B**

<b>Portfolio</b>	<b>Conservative</b>	<b>Labour</b>	<b>Lib Democrat</b>	<b>Independent</b>
<b>Housing</b>				
<b>Planning</b>				
<b>Waste and Material Resources</b>				
<b>Green and Green Issues</b>				