

Appointments to Outside Bodies – 2012/13

Purpose of report

For approval.

Summary

This report details the Local Government Association's (LGA) appointment process for outside bodies and sets out a refreshed list of bodies and LGA structures to which the Improvement Board is asked to appoint to for the 2012/13 meeting cycle.

Recommendations

1. The Board is asked to agree the list of bodies/LGA structures set out in **Appendix B** to which the Improvement Board will appoint to for the 2012/13 meeting cycle.
2. Members interested in representing the Board on any of the bodies/LGA structures listed in Appendix B are asked to put their names forward for consideration.

Action

Appointments will be submitted to the September Improvement Board for approval and to the October Executive for endorsement.

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Background

1. The Local Government Association (LGA) currently benefits from a wide network of member representatives on outside bodies across a wide range of the LGA member structures.
2. In July 2009, the LGA Executive agreed a procedure for appointments to outside bodies to govern and monitor this network. The procedure, attached at **Appendix A**, sets out that all appointments to outside bodies are reviewed on an annual basis across the organisation to ensure that the aims and activities of those outside bodies remain pertinent to the LGA.

Review and Appointment Process

3. The first stage of this process was undertaken in May 2012. All outside bodies to which the LGA made appointments to in 2011/12 were asked to complete a questionnaire to inform the review process. Likewise, the LGA's representative(s) on each body for 2011/12 were asked to provide their views about future LGA representation on the organisation in question.
4. Using the feedback received from the outside bodies and LGA representatives, individual Boards are required to review their appointments to external organisations to take account of bodies that have been abolished, new organisations that have been created and the LGA's priorities as set out in the 2012/13 Business Plan.
5. For the July meeting cycle, all Boards are required to agree a refreshed list of outside bodies/LGA structures that they will appoint to for the 2012/13 meeting cycle. Appointments to these bodies/LGA structures will then be formally approved by each Board in September and submitted to the October meeting of the Executive for endorsement.

Improvement Board Arrangements

6. The Improvement Board lead members have reviewed the outside bodies/LGA structures to which the Improvement Board appointed members to for 2011/12 and no changes were recommended. **Appendix B** lists these bodies/LGA structures which the Board are asked to agree to appoint to for the 2012/13 meeting cycle.

Item 6

7. For completeness, **Appendix C** includes, for information only, a list of:
- 7.1 Members' priority areas; in October 2011, members were asked to identify at least two areas that they would be interested in being involved with. All Board members will be given the opportunity to review these preferences once the new Board membership for 2012/13 has been confirmed.
 - 7.2 Other bodies that Board members sit on owing to their Improvement Board responsibilities, but which are not formal Board appointments. Members are invited to highlight any omissions from this list.
8. Members interested in being the Board's representative on any of the named bodies/structures set out in Appendix B are asked to put their name forward at the meeting or subsequently in writing to the Board's Member Services Officer.
9. The Improvement Board lead members will consider the nominations received and appointments will be made in line with the LGA Political Conventions which state that:

"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."

Next Steps

10. Following the receipt of nominations and selection process set out in paragraph 9, the September Improvement Board will be asked to formally appoint the nominated members to the refreshed list of outside bodies for the duration of the 2012/13 meeting cycle.
11. Once approved by the Board, this list of Improvement Board appointments will be submitted to the October Executive as the body responsible for overseeing all LGA appointments to outside bodies.

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:
 - 1.1.1 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;
 - 1.1.2 Evaluate both the value of the LGA's relationship with the organisation and the level of LGA influence on that body; and
 - 1.1.3 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:
 - 2.2.1 Considering individual appointments in the context of all appointments to outside bodies across the organisation.
 - 2.2.2 Maintaining lists of members of Boards and other councillors willing to serve on outside bodies, together with details of their particular skills and experience.

Item 6

- 2.2.3 Discussing nominations to outside bodies with their members at the political group meetings preceding September Board meetings.
- 2.2.4 Being kept informed of any additional appointments that arise during the course of the board cycle.
- 2.2.5 e) Finding a representative if a Board is unable to secure an appointment.

3. Appointments

- 3.1 It is the responsibility of each Board to review their current list of Outside Body appointments. In July, each Board must approve an updated list of Outside Bodies for appointment for the forthcoming meeting cycle.
- 3.2 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.
- 3.3 The Member Services PSO will then write to each organisation notifying them of the appointment.
- 3.4 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:
 - 4.1.1 Councillor details, including political party;
 - 4.1.2 Term of Office;
 - 4.1.3 A key contact at the organisation;
 - 4.1.4 Any allowances or expenses paid by the outside body; and
 - 4.1.5 Named LGA link officer.
- 4.2 The Member Services team will add details of the appointment to the notes on the appointed councillor's CRM entry and on the organisation's CRM entry.

Item 6

- 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 Services 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:
 - 5.1.1 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.
 - 5.1.2 A named member of staff should be appointed as the liaison person for each outside body.
 - 5.1.3 Each Board should consider the need for induction support for appointees in relation to particular outside bodies.
 - 5.1.4 Where deputies or substitute representatives are appointed, they should also be made aware of arrangements for support and report back.
 - 5.1.5 Details of any financial support from either the LGA or the outside body should be provided for all appointees.
- 5.2 Member Services PSO 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 Adviser to act as the liaison.
- 5.3 Member Services PSOs 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.

Item 6

- 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 the Member Services PSO 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, provide an update on any changes and details of forthcoming meeting dates.

APPENDIX B

Improvement Board Outside Bodies/LGA Structure to be appointed to for 2012/13

Organisation	Background	Representative	Allowances / Expenses	Previous Member appointment for 2011/12
Urban Commission Steering Committee	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.	1 place	No expenses or allowance paid	Cllr Tony McDermott (Labour)
Rural Commission	Provides the forum within the Association for member authorities with an interest in rural affairs.	1 place	No expenses or allowance paid.	Cllr William Nunn (Conservative)
LGA Member Champion - Social inclusion and equalities	Advocate and key speaker for social inclusion and equalities issues.	1 place	No expenses or allowance paid.	Cllr Edward Lord JP (Lib Dem)

APPENDIX C

TABLE A - Board Member 'priority area' roles

Priority Area	Councillor
Productivity	Ruth Cadbury (Lead)
	Tim Cheetham
	Tony McDermott
Transparency	Tim Cheetham (Lead)
Improvement	Jill Shortland/Jeremy Webb (Lead)
	Teresa O'Neill
	Judith Blake
Innovation	Peter Fleming (Lead)
	Rod Bluh
	William Nunn
	Tony McDermott
	Helen Holland
Leadership	Richard Stay (Lead)
	Rod Bluh
	William Nunn
	Helen Holland

TABLE B – Board Member Involvement in Other Bodies (not formal Board appointments)

Priority Area	Organisation/Role	Councillor
Improvement	LGA/Audit Commission Liaison meeting	Cllr Peter Fleming (as Chairman of Improvement Board)
	LGA / National Audit Office Liaison Meeting	Cllr Peter Fleming (as Chairman of Improvement Board)
Transparency	Local Public Data Panel	Cllr Tim Cheetham
Innovation	Creative Councils Steering Group	Cllr Peter Fleming
	Creative Councils Selection Panel	
Leadership	Leadership Centre Board	Cllr Richard Stay