

13 September 2010

**Item 1**

**Safer and Stronger Communities Programme Board membership,  
terms of reference and appointments to outside bodies 2010 – 11**

**Purpose of report**

For decision.

**Summary**

This report outlines the membership of, and terms of reference for, the Local Government (LG) Group Safer and Stronger Communities Programme Board for the 2010 / 11 meeting cycle. The report also outlines outside bodies to which Board is asked to appoint for the 2010 / 11 meeting cycle.

**Recommendation(s)**

The Board is asked to:

- formally note the membership and terms of reference for the LG Group Safer and Stronger Communities Programme Board (attached as **Appendix A** and **B** respectively);
- formally appoint to outside bodies and member champion roles in accordance with the procedure outlined in **Appendix C**, 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.

**Contact officer:**

Cathy Boyle

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**Safer and Stronger Communities Programme Board (SSCB) membership and terms of reference**

1. Members are invited to formally note the membership and to confirm the Board's Lead Members for 2010 / 11 (as detailed in **Appendix A**). Members are also invited to note the Board's terms of reference for this year (attached as **Appendix B**.)
2. Officers will shortly be in discussion with Lead Members to update the Board business plan, and we would welcome Members' comments on any changes on priorities.

**SSCB outside body appointments**

3. 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.
4. A list of the organisations to which the Board currently appoints member representatives is attached as **Appendix D**. 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.
5. A new database for centrally recording all the information relating to appointments has been created and is held by the Member Services team.
6. 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 C**) 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.

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**Financial Implications**

7. 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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**Appendix A**

**Safer & Stronger Communities Programme Board -  
Membership 2010/11**

<b>Councillor</b>	<b>Authority</b>
<b>Conservative (6)</b>	
Les Lawrence <b>[Vice-Chair]</b>	Birmingham City
Tom Fox	Scarborough BC
Brian Coleman	Barnet LB / LFEPA (FSMC rep)
Joanna Spicer	Suffolk CC
Ian Gillies	City of York
Paul Bettison	Bracknell Forest (LG Regulation rep)
<b>Substitutes:</b>	
Gillian Brown	Arun DC
Robert Sleigh	Solihull MBC
<b>Labour (4)</b>	
Mehboob Khan <b>[Chair]</b>	Kirklees MBC
<sup>+</sup> Ann Lucas	Coventry City
Mark Burns-Williamson	Wakefield MDC
Nilgun Canver	Haringey LB
<b>Substitutes:</b>	
*Henri Murison	Newcastle City
*Crada Onuegbu	Lewisham LB
<b>Liberal Democrat (3)</b>	
Duwayne Brooks <b>[Deputy Chair]</b>	Lewisham LB
Daisy Benson	Reading BC
Anita Lower	Newcastle City
<b>Substitutes</b>	
Paul Porgess	Stockport MBC
<b>Independent (1)</b>	
*Goronwy Edwards <b>[Deputy Chair]</b>	Conwy
<b>Substitute:</b>	
TBA	

**14 Member Board**

## **Terms of Reference**

### **LG Group Safer & Stronger Communities Programme Board**

The purpose of the Safer and Stronger Communities Programme Board is to provide strategic oversight of all the LG Group's policy, regulatory and improvement activity in the promotion of the safety of local communities, including issues of crime and anti-social behaviour, policing, alcohol licensing, sex establishment licensing, emergency planning – in line with LG Group priorities.

The Board will also have responsibility for LG Group activity in relation to fire and rescue authority issues where the issues are of a cross-cutting nature or involve the setting of a new LG Group policy. On such matters the Board may choose to seek recommendations or guidance from the Fire Services Management Committee, and from time to time may be requested by the Committee to consider recommendations on such matters.

Programme Boards should seek to involve councillors in supporting the delivery of these priorities (through task groups, Rural and Urban Commissions, Special Interest Groups (SIGs), regional networks and other means of wider engagement); essentially operating as the centre of a network connecting to all councils and drawing on the expertise of key advisors from the sector.

The Safer and Stronger Communities Programme Board will be responsible for:

1. Developing a thorough understanding of council priorities and performance in the areas of responsibility, using strong networks and robust information.
2. Helping to shape the LG Group Business Plan by ensuring the priorities of the sector are fed into the process.
3. Overseeing a programme of work to deliver the strategic priorities set by the LG Group Executive, covering lobbying/campaigns, research/policy, good practice, improvement support and events – as specified in the business plan, taking into account linkages with other policy boards where appropriate.

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4. Representational and lobbying activities on behalf of the LG Group and responsibility for the promulgation of activity through public statements in its areas of responsibility.
5. Building and maintaining effective relationships with key stakeholders.

The Safer and Stronger Communities Programme Board may:

- Appoint members to relevant outside bodies in accordance with guidance in the Political Conventions.
- Appoint member champions where appropriate (who must be a current member of the Board) on key issues, with responsibility for liaising with portfolio holders on key issues that require rapid response/contact with councils.

## **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.

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- 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.

### **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.

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**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.
  - 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.

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- 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.
- 7.2 Expenses will be paid to members appointed to outside bodies, in line with the LGA Members' Allowances Scheme:

***Approved Duties for payment of Travel and Subsistence Costs***

a) *Approved duties (for payment of Travel & Subsistence) under the LGA scheme are:*

- *Attendance at meetings with Ministers, Government Departments or consultations with other bodies where members have been appointed by the Association;*
- *Attendance at receptions, visits, conferences, seminars or other functions where members have been appointed by the Association to attend in a representative role on behalf of the Association; and*
- *Attendance as the Association's appointed representative on any public body, charity, voluntary body or other organisation formed for a public purpose (and not for the benefit of its members).*

b) *Travel and subsistence costs for all other meetings should be met by member authorities.*

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**Travel and Subsistence Costs**

- c) *The Association will reimburse rail fares on the basis of the standard fare. In exceptional circumstances, the Association will reimburse the first class fare, but this will be subject to certification of the claim form as to why travel by first class was necessary. It will also reimburse reasonable levels of subsistence. Receipts should always be provided for travel and subsistence claims. Where it is necessary for a member to use his or her own vehicle when on an approved duty on behalf of the Association, mileage will only be reimbursed to a maximum of the first class rail fare.*

**Carers' Allowance**

- d) *A carers' allowance of up to £4.93 per hour, (i.e. actual expenditure incurred up to a maximum of £4.93 per hour) will be paid for care of dependants whether children, elderly people or people with disabilities to those members who receive responsibility allowances for approved duties set out under paragraph 4, and to those members representing the LGA on outside bodies. The maximum period of the entitlement will be the duration of the approved duty and reasonable travelling time. The allowance will not be payable to a member of the claimant's own household. The carers' (reasonable) expenses will be paid.*

**Payment of Travel & Subsistence Costs and Carers' Allowances**

- e) *Members should initially claim travel and subsistence costs and the carers' allowance, as appropriate, from their authority. Authorities should then seek reimbursement from the Association on a quarterly basis.*
- f) *Claims from authorities should be submitted promptly identifying clearly and fully the meeting to which the claim refers. (Reference to a meeting as "LGA, London" or "LGIB" for example will not be sufficient and will delay re-imburement of the claim).*

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**Appendix D**

**Safer Communities Board: Outside Bodies**

<b>Organisation / contact details</b>	<b>Background</b>	<b>Representatives</b>	<b>Allowances/ Expenses</b>	<b>LGA Contact Officer</b>
<b>Home Office National Crime Reduction Board</b>	The key high-level forum for driving forward a coordinated, cross Government, approach to crime reduction.	<b>1 place</b> <u>2009 / 10:</u> Cllr Les Lawrence, Birmingham CC (Con)  <b>This body has ceased to exist, so no appointment is sought for 2010 / 11.</b>	LGA will cover reasonable travel and subsistence	Helen Murray Programme Director Tel: (020) 7664 3266 Email: <a href="mailto:helen.murray@local.gov.uk">helen.murray@local.gov.uk</a>
<b>Criminal Justice Council (CJC)</b>  Contact: Shena Clarke Secretary to the CJC Tel: 020 3334 6065 Email: <a href="mailto:Shena.Clarke@cjs.gsi.gov.uk">Shena.Clarke@cjs.gsi.gov.uk</a>	The Council meets: to keep the criminal justice system under review; to advise the Government on the form and manner of implementation of criminal justice reforms and to make proposals to it for reform; to advise on the framing and implementation of a communication and education strategy for the criminal justice system.	<b>1 place</b> <u>2009 / 10:</u> Cllr David Smith, Lichfield DC (Con)  2010 / 11: <b>Vacant</b>	Travel and subsistence expenses are paid for by the CJC.	Liz Hobson Business Manager Tel: (020) 7664 3229 Email: <a href="mailto:liz.hobson@local.gov.uk">liz.hobson@local.gov.uk</a>

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<p><b>Local Government Panel – Health and Safety</b></p> <p>Contact is via the LGA Contact Officer.</p>	<p>Promotes a strategic dialogue on local, central and devolved government issues that impact on health and safety regulatory functions.</p>	<p><b>4 places</b></p> <p><u>2009 / 10:</u> Cllr Graham Brown, Powys CC (Ind)</p> <p>Cllr Roland Domleo, Cheshire East (Con)</p> <p>Cllr Mehboob Khan, Kirklees MBC (Labour)</p> <p>Cllr Anita Lower, Newcastle City (LD)</p> <p><u>2010 / 11:</u></p> <p><b>4 vacancies</b></p>	<p>LGA will cover reasonable travel and subsistence</p>	<p>Charlotte Meller, LG Regulation Tel: 020 7665 3870 <a href="mailto:charlotte.meller@local.gov.uk">charlotte.meller@local.gov.uk</a></p>
<p><b><u>European and International Programme Board (EIPB)</u></b></p> <p>LGA European and International Affairs Unit Smith Square London</p>	<p>One member (either chair or other member) from each of the LGA Policy Boards, who would champion the integration of E&amp;I policy issues within their board. Champion EU issues at the Board and to ensure LGA policy positions are reached,</p>	<p><b>1 place</b></p> <p><u>2009 / 10:</u> Cllr Ann Stribley, Poole BC (Conservative)</p> <p><u>2010 / 11:</u></p>	<p>No expenses or allowance paid</p>	<p>Jasbir Jhas Policy and Public Affairs Officer 02076643114 <a href="mailto:Jasbir.jhas@local.gov.uk">Jasbir.jhas@local.gov.uk</a></p>

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<p>SW1P 3HZ</p> <p>Contact Jasbir Jhas 020 7664 3114 <a href="mailto:Jasbir.jhas@local.gov.uk">Jasbir.jhas@local.gov.uk</a></p>	<p>where needed. Receive early-warning on EU legislative proposals and to champion these issues at their Boards.</p>	<p><b>1 nomination from the Conservative, Labour and Liberal Democrat Group each is sought to ensure that the EIPB is politically proportionate.</b></p>		
<p><b><u>Urban Commission Steering Group</u></b> LGA Smith Square London SW1P 3HZ</p> <p>Contact: Sarah Monaghan 020 7664 3214 <a href="mailto:sarah.monaghan@local.gov.uk">sarah.monaghan@local.gov.uk</a></p>	<p>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.</p>	<p><b>(1 place)</b></p> <p><u>2009 / 10:</u> Cllr Mark Burns-Williamson, Wakefield MDC (Labour)</p> <p><u>2010 / 11:</u> <b>Vacant</b></p>	<p>No expenses or allowance paid</p>	<p>Sarah Monaghan Member Support Officer (020) 7664 3214 <a href="mailto:sarah.monaghan@local.gov.uk">sarah.monaghan@local.gov.uk</a></p>

**Proportionality Figures 2010 / 2011**

Based on the LGA Political Proportionality Figures, seat allocation for 2010 / 11 should be broadly as follows:

Conservative 3  
Labour 2  
Lib Dem 1  
Independent 1

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The Safer Communities Board are also invited to appoint the following Members to 'champion' roles:

<b>Community Cohesion and PREVENT Champion</b>	2009 / 10: Cllr Mehboob Khan	2010 / 11: Vacant
<b>Domestic Violence Champion</b>	2009 / 10: Cllr Ann Lucas	2010 / 11: Vacant
<b>Policing Champion</b>	2009 / 10: Cllr Tom Fox	2010 / 11: Vacant
<b>Emergency Planning Champion</b>	2009 / 10: Cllr Graham Brown	2010 / 11: Vacant