

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:
- 2.2. *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.*
- 2.3. 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:
 - 2.3.1. Considering individual appointments in the context of all appointments to outside bodies across the organisation.
 - 2.3.2. Maintaining lists of members of Boards and other councillors willing to serve on outside bodies, together with details of their particular skills and experience.
 - 2.3.3. Discussing nominations to outside bodies with their members at the political group meetings preceding September Board meetings.
 - 2.3.4. Being kept informed of any additional appointments that arise during the course of the board cycle.
 - 2.3.5. 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 Member Support Officer 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. 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 support team will add details of the appointment to the notes on the appointed councillor's Client Relationship Management (CRM) database 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.

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. Programme team staff will oversee the appointment process and in most cases will provide the liaison officers for outside bodies linked to their Boards.

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 the Member Support Officer 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 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

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

- 7.3.1. *Attendance at meetings with Ministers, Government Departments or consultations with other bodies where members have been appointed by the Association;*
 - 7.3.2. *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*
 - 7.3.3. *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).*
- 7.4. *Travel and subsistence costs for all other meetings should be met by member authorities.*

Travel and Subsistence Costs

- 7.5. *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

- 7.6. *A carers' allowance of up to £6.08 per hour, (i.e. actual expenditure incurred up to a maximum of £6.08 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

- 7.7. *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.*
- 7.8. *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).*