

13 September 2011

**Item 1
Appendix E**

Safer Communities Programme Board Terms of Reference

Programme board member champions, and support member champions, where required, take responsibility for a specified subject area or programme and act as spokesperson

This is in addition to any formal role representing the LG Group on outside bodies.

Accountabilities

- To be the main spokesperson for the LG Safer and Stronger Communities Programme Board in relation to a specified subject area or programme, including media interviews, writing articles and making speeches at appropriate events.
- To keep abreast of developments locally and nationally in relation to a specified subject area or programme.
- To attend residential conferences and other events initiated by the board, leading and chairing sessions as required
- To engage actively with councils and groupings of councils to secure the views and involvement of the wider membership to inform the board's specific policy line on the specialist subject
- To communicate back to the wider membership the work and successes of the board in relation to the specified subject or programme area
- To lead/participate in task and finish groups set up to look in more detail at the specific areas of policy
- To be the principal representative of the Board on that subject area or programme at meetings with partner bodies and other key decision-makers

Knowledge and Experience

Member champions may be portfolio holders for that policy area in their home authorities or have experience/knowledge of, and special interest and commitment to, the policy area.

Appointment and support

The expectation is that the SSCB will review these roles at the start of the Board cycle every September, along with formal appointments to outside bodies.

Each member champion will be supported by another Board member who will deputise for the member champion, e.g. attending conferences, events and meetings where required.

13 September 2011

**Item 1
Appendix E**

As a LG Group spokesperson, a champion speaks for the Association, and not one particular political Group.

Members – both member champions and support member champions - will be assisted in their role by officers as capacity allows. This will include passing on invitations to meetings and events in good time, preparing briefings, taking notes of meetings, providing press lines and including agenda items for a wider Board discussion at key points to inform policy making.

Travel and expenses

This role can require attendances at meetings in London and in other parts of the country.

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 behalf of the LGA.