

LGA Executive

Agenda

Thursday, 15 June 2017
1.30 pm

5th Floor Conference Suite, 5th Floor (South side), Layden House, 76-86 Turnmill Street, London, EC1M 5LG

To: Members of the LGA Executive
cc: Named officers for briefing purposes

www.local.gov.uk

This meeting is



Guidance notes for members and visitors

Layden House, 76-86 Turnmill Street, London, EC1M 5LG

Please read these notes for your own safety and that of all visitors, staff and tenants.

Welcome!

Layden House is located directly opposite the Turnmill Street entrance to Farringdon station, which is served by the Circle, Hammersmith & City, and Metropolitan lines as well as the Thameslink national rail route.

Security

Layden House has a swipe card access system meaning that a swipe enabled security passes will be required to access the lifts and floors 1-5.

Most LGA governance structure meetings will take place on the **ground floor** of Layden House which is open access and therefore does not require a swipe enabled security pass. **Access** to the rest of the building (floors 1-5) is via swipe enabled security passes.

When you visit Layden House, **please show your Local Government House security pass to reception** and they will provide you with a temporary pass which will allow you access to floors 1-5 if required. **Please don't forget to sign out at reception and return your security pass when you depart.**

If you do not have a LGH Security Pass, please email [member services](#) with your name and a recent photo and a pass will be made for you. You can pick this up from the Layden House reception desk on your next visit.

Fire instructions

In the event of the fire alarm sounding, vacate the building immediately via the nearest fire exit onto Turnmill Street and take the next turning on your left – Benjamin Street to St John's Gardens.

DO NOT USE THE LIFTS.

DO NOT STOP TO COLLECT PERSONAL BELONGINGS.

DO NOT RE-ENTER BUILDING UNTIL AUTHORISED TO DO SO.

Soft Seating Area

There is a small soft seating area on Floor 2 which will also operate as an 'Open Council' area for visiting members and officers from member councils. Please note however that unlike Open Council, this area does not have tea and coffee facilities, nor access to computers.

Toilets

There are accessible toilets on the Ground Floor, 2nd and 4th floors.

Accessibility

If you have special access needs, please let the meeting contact know in advance and we will do our best to make suitable arrangements to meet your requirements.

Parking is available at the rear of the building for Blue Badge holders, accessed via the Turks Head Yard, North underpass. Disabled WCs are situated on the ground and 4th floors. An induction loop system is available in the 5th floor conference venue. For further information please contact the Facilities Management Helpdesk on 020 7664 3015.

Guest WiFi in Layden House

WiFi is available in Layden House for visitors. It can be accessed by enabling “Wireless Network Connection” on your computer and connecting to LGA-Free-WiFi. You will then need to register,

either by completing a form or through your Facebook or Twitter account (if you have one). You only need to register the first time you log on.

Further help

Please speak either to staff at the main reception on the ground floor, if you require any further help or information. You can find the LGA website at www.local.gov.uk

Why have the LGA’s Headquarters moved?

The LGA has temporarily relocated from Local Government House (LGH) in Smith Square to Layden House in Farringdon, effective from Monday 31 October 2016. This is to allow extensive refurbishment work to be carried out to LGH.

The refurbishment works will see the ground floor conference centre and all meeting rooms fully refurbished. Floors 1, 2 and 3 will be upgraded and released for commercial letting to enable the LGA to maximise the income from this building as part of its drive for financial sustainability. A new and larger Open Council will be located on the seventh floor. The refurbishment is expected to last for nine months and we expect to be back in LGH by September 2017.

We appreciate your understanding and flexibility during this time.

LGA Executive
15 June 2017

There will be a meeting of the LGA Executive at: **1.30 pm on Thursday, 15 June 2017 in 5th Floor Conference Suite, 5th Floor (South side), Layden House, 76-86 Turnmill Street., London, EC1M 5LG.**

A sandwich lunch will be available prior to the meeting in 5th Floor (North Side).

Attendance Sheet

Please ensure that you sign the attendance register, which will be available in the meeting room. It is the only record of your presence at the meeting.

Apologies

Please notify your political group office (see contact telephone numbers below) if you are unable to attend this meeting, so that a substitute can be arranged and catering numbers adjusted, if necessary.

Conservative:	Group Office: 020 7664 3223	email: lgaconservatives@local.gov.uk
Labour:	Group Office: 020 7664 3334	email: Labour.GroupLGA@local.gov.uk
Independent:	Group Office: 020 7664 3224	email: independent.grouplga@local.gov.uk
Liberal Democrat:	Group Office: 020 7664 3235	email: libdem@local.gov.uk

Location

A map showing the location of Layden House is printed on the back cover.

LGA Contact

Paul Goodchild
paul.goodchild@local.gov.uk / 020 7664 3005

Carers' Allowance

As part of the LGA Members' Allowances Scheme a Carer's Allowance of up to £7.50 per hour is available to cover the cost of dependants (i.e. children, elderly people or people with disabilities) incurred as a result of attending this meeting.

Social Media

The LGA is committed to using social media in a co-ordinated and sensible way, as part of a strategic approach to communications, to help enhance the reputation of local government, improvement engagement with different elements of the community and drive efficiency. Please feel free to use social media during this meeting. **However, you are requested not to use social media during any confidential items.**

The twitter hashtag for this meeting is #lgaexec.

LGA Executive Membership 2016/2017

Councillor and Role	Authority / Representing
Conservative (10)	
Lord Porter of Spalding (Chairman)	South Holland District Council
Cllr David Simmonds CBE (Acting Vice Chairman)	Hillingdon London Borough Council
Baroness Couttie of Downe (Deputy Chairman)	Westminster City Council
Cllr Peter Fleming OBE (Deputy Chairman)	Sevenoaks District Council
Cllr Sean Anstee (Deputy Chairman)	Trafford Metropolitan Borough Council
Cllr Colin Noble (Acting Deputy Chairman)	Suffolk County Council
Cllr Mark Hawthorne MBE (Board Chair)	Gloucestershire County Council
Cllr Izzi Seccombe (Board Chairman)	Warwickshire County Council
Cllr Martin Tett (Board Chairman)	Buckinghamshire County Council
Cllr William Nunn (Board Chairman)	Breckland Council
Labour (10)	
Cllr Nick Forbes (Senior Vice-Chair)	Newcastle upon Tyne City Council
Cllr Sharon Taylor OBE (Deputy Chair)	Stevenage Borough Council
Mayor Sir Steve Bullock (Deputy Chair)	Lewisham London Borough Council
Cllr Anne Western CBE (Deputy Chair)	Derbyshire County Council
Cllr Sue Murphy CBE (Deputy Chair)	Manchester City Council
Cllr Peter Box CBE (Deputy Chair)	Wakefield Metropolitan District Council
Cllr Claire Kober OBE (Board Chair)	London Borough of Haringey
Sir Richard Leese CBE (Board Chair)	Manchester City Council
Cllr Simon Blackburn (Board Chair)	Blackpool Council
Cllr Richard Watts (Board Chair)	London Borough of Islington
Independent (4)	
Cllr Marianne Overton MBE (Vice-Chair)	Lincolnshire County Council
Cllr Peter Reeve MBE (Deputy Chair)	Cambridgeshire County Council
Cllr Ian Stephens (Board Chair)	Isle of Wight Council
Cllr Bob Dutton OBE (Balancing Member)	Wrexham County Borough Council

Liberal Democrat (3)	
Cllr Gerald Vernon-Jackson CBE (Vice-Chair)	Portsmouth City Council
Mayor Dorothy Thornhill MBE (Deputy Chair)	Watford Borough Council
Cllr Chris White (Balancing Member)	Hertfordshire County Council
Substitutes	
Cllr Jeremy Hilton	Gloucestershire County Council
Cllr Ruth Dombey	Sutton London Borough Council
Regional and Welsh Representatives (10)	
Cllr Tom Fitzpatrick	CON East of England Local Government Association (EELGA)
Cllr Nicolas Heslop	CON South East England Councils (SEEC)
Cllr John Hart	CON South West Councils
Cllr Stephen Parnaby OBE	CON Yorkshire and Humber
Cllr Nicholas Rushton	CON East Midlands Councils
Cllr Roger Lawrence	LAB West Midlands LGA
Cllr Paul Watson	LAB North East
Cllr Barrie Grunewald	LAB North West Regional Leaders Board
Cllr Claire Kober OBE	LAB London Councils
Cllr Aaron Shotton	LAB Welsh Local Government Assoc. (WLGA)
Substitutes	
Cllr Stephen Parker	CON South East England Councils (SEEC)
Cllr Anthony Hunt	LAB Welsh Local Government Assoc. (WLGA)

Non-voting Members of LGA Executive

Councillor	Representing
Sir Stephen Houghton CBE	LAB SIGOMA
Cllr Paul Carter CBE	CON County Councils Network
Cllr Neil Clarke MBE	CON District Councils Network
Alderman Sir David Wootton	IND Local Partnerships

LGA Executive Attendance 2016-2017

Councillors	15/9/16	20/10/16	19/01/17	2/3/17
Conservative Group				
Lord Gary Porter	Yes	Yes	Yes	Yes
David Hodge CBE	No	Yes	Yes	Yes
David Simmonds CBE	Yes	No	No	Yes
Baroness Couttie of Downe	No	Yes	No	No
Peter Fleming OBE	Yes	Yes	Yes	Yes
Sean Anstee	No	Yes	No	No
Mark Hawthorne MBE	Yes	No	Yes	Yes
Izzi Seccombe	Yes	Yes	Yes	Yes
Martin Tett	No	Yes	Yes	No
William Nunn	Yes	No	No	No
Labour Group				
Nick Forbes	No	No	Yes	No
Sharon Taylor OBE	Yes	No	Yes	Yes
Mayor Sir Steve Bullock	No	Yes	Yes	Yes
Anne Western CBE	Yes	No	Yes	No
Sue Murphy CBE	Yes	No	No	Yes
Peter Box CBE	Yes	Yes	Yes	No
Claire Kober OBE	Yes	Yes	No	No
Sir Richard Leese CBE	Yes	Yes	Yes	Yes
Simon Blackburn	No	Yes	No	Yes
Richard Watts	No	Yes	Yes	Yes
Independent				
Marianne Overton MBE	Yes	No	Yes	Yes
Peter Reeve MBE	Yes	Yes	Yes	Yes
Ian Stephens	Yes	Yes	Yes	Yes
Robert Dutton OBE	Yes	Yes	Yes	Yes
Lib Dem Group				
Gerald Vernon-Jackson CBE	Yes	No	Yes	Yes
Mayor Dorothy Thornhill MBE	Yes	Yes	No	Yes
Chris White	Yes	No	Yes	Yes
Regional Representatives				
Tom Fitzpatrick	Yes	Yes	Yes	Yes
Nicolas Heslop	No	Yes	No	Yes
John Hart	No	No	Yes	Yes
Stephen Parnaby OBE	No	No	No	No
Nicholas Rushton	Yes	No	Yes	Yes
Roger Lawrence	Yes	Yes	Yes	Yes
Paul Watson	No	No	Yes	No
Barrie Grunewald	No	No	No	No
Aaron Shotton	No	No	No	No

Non Voting Members				
Sir Stephen Houghton CBE	No	Yes	No	Yes
Paul Carter CBE	No	No	Yes	No
Neil Clarke MBE	Yes	Np	No	Yes
Alderman Sir David Wootton	No	No	No	No
Substitutes / In attendance				
Kate Haigh	Yes		Yes	Yes
Jon Clempner	Yes			
Martin Gannon	Yes			
Gillian Brown		Yes		
Chris Millar		Yes		
Tudor Evans OBE		Yes	Yes	
Helen Holland		Yes		
John Merry CBE		Yes	Yes	
Alan Seldon		Yes		
Stephen Parker			Yes	
James Dawson			Yes	Yes
Vince Maple			Yes	
Keith House				Yes

Agenda

LGA Executive

Thursday 15 June 2017

1.30 pm

5th Floor Conference Suite, 5th Floor (South side), Layden House, 76-86 Turnmill Street,
London, EC1M 5LG

Item	Page
1. Apologies for Absence	
2. Declarations of Interest	
3. Representation of Women in Local Government	1 - 6
4. Local Elections and LGA Political Balance 2017-2018	7 - 12
5. Updating the LGA Constitution	13 - 16
a) Appendix A – Annotated LGA Constitution	17 - 52
6. 2017 Annual Report of the Audit Committee	53 - 56
7. Note of last LGA Executive meeting	57 - 62

PART 2: CONFIDENTIAL

8. LGA Company Structures: Report of the Company Structures Task and Finish Group	63 - 72
9. Implications of the General Election	
To follow on a supplemental agenda.	
10. LGA Conference Publication	
To follow on a supplemental agenda.	

Date of Next Meeting: Thursday, 20 July 2017, 1.30 pm, 5th Floor
Conference Suite, 5th Floor (South side), Layden House, 76-86 Turnmill
Street, London, EC1M 5LG



LGA Executive

15 June 2017

Representation of Women in Local Government

Purpose

For information.

Summary

2018 is the centenary of the 1918 Representation of the People Act, which gave women over 30 the right to vote. The upcoming anniversary is an opportune moment to reflect on the current state of diversity in the sector.

It is important that local government reflects the communities that it represents. However, women are currently under-represented in local government politics. The LGA's most recent census of councillors found that around two-thirds (67.3 per cent) of councillors were male and only one-third were female (31.7 per cent).

This paper gives an overview of the LGA's work to identify barriers to women entering politics, encourage more women to stand, and support for preparations to celebrate the anniversary of women's suffrage.

Recommendation

That the LGA Executive note the update.

Action

Officers to take forward as directed by members.

Contact officer: Sarah Pickup
Position: Deputy Chief Executive
Phone no: 0207 664 3109
Email: Sarah.pickup@local.gov.uk

Representation of Women in Local Government

Introduction

1. Women are currently under-represented as local government politicians. In the [Census of Local Authority Councillors 2013](#), around two-thirds (67.3 per cent) of councillors in England were male and only one-third were female (31.7 per cent). This proportion has remained largely static over many years.
2. In terms of local leadership, just 12.3 per cent of local authority leaders in England are women (2014), compared to 16.6 per cent ten years earlier.¹ In 2017, 30 per cent of English MPs, 35 per cent of MSPs, 28 per cent of Northern Ireland Assembly Members and 42 per cent of Welsh Assembly Members were women. However, while this puts national government at a comparable level to local government, national government has seen a increases in women's representation in each successive election whereas the proportionate representation in local government has remained largely static. This suggests that more can be done to support more women to stand for election, although the final choice as to who to elect remains with the electorate of the local area.
3. However, compared to the national picture, women are over-represented in the local government workforce, with 76 per cent of staff being female.² This is mainly because a large proportion of local government employment is in education and social care, which are jobs in which women have traditionally predominated, but local government also offers a wide range of flexible and part-time opportunities that can be fitted around other responsibilities. Women are well-represented at senior levels in local government. When considering the top five per cent of earners in each council, the median proportion who are women is 45 per cent.³

Building the evidence base

National Census of Councillors

4. The LGA has traditionally conducted a survey of councillors which provides the most comprehensive 'snapshot' of local government representation and analysis of trends over time. It asks councillors about their council work, their views on a range of issues and their personal background. The census ensures that the LGA has accurate information about councillors to enable officers to provide them with the best possible support. Accurate data of this nature aids central and local government and political parties in the development of strategies and policies. The LGA will be conducting another census for 2017/2018, which will be distributed electronically.

¹ IPPR Research

² ONS's Quarterly Public Sector Earnings Survey Q2 2015, published by the LGA in 2015.

³ Local Government Workforce Survey 2016/17

The Fawcett Society Commission on local government

5. The Fawcett Society is currently running a [commission on local government](#) which is looking particularly at under representation of women as councillors and in senior officer roles. The commission published an [interim report](#) in April, which reinforced the findings of the LGA census. A survey of councillors carried out as part of the report also found reports of sexism and structural barriers. The final report is expected to be published in Summer 2017.

IPPR Research: Devolution, Local Government and Gender Representation

6. In 2016, the City Regions Board agreed to support the Institute for Public Policy Research in undertaking a research project examining gender representation in local government as devolution progresses. The research looks to identify barriers women face becoming and progressing as councillors, as well as learning the lessons of other devolved political systems internationally to understand what works in promoting better gender representation. The final report, due in summer 2017, will focus on practical suggestions and recommendations to overcome these barriers; including practices to recruit and retain female politicians.

LGA activity

Be a Councillor Campaign

7. The '[Be a Councillor](#)' campaign works with councils, political parties, individuals and talent-spotters to encourage more people to stand as a local councillor. In 2017-18, it will have a particular emphasis on encouraging underrepresented groups to stand for election, including women.
8. Work includes offering a range of materials and tools that can be tailored to bespoke local campaigns, taking into account factors such as the culture, society and geography of specific areas. Events are also held to identify and contribute to reducing the barriers faced by individuals considering standing for election, publicising the role of the local elected representative and increasing and diversifying the pool of candidates from which the electorate choose.
9. Current work includes co-hosting an event with the Parliamentary Outreach team during Local Democracy Week (12 October), and presenting at the Parliament 5050 conference in December. An event aimed at women is also planned as part of the London 2018 Be a Councillor Campaign. This will focus on the role of a local councillor, hearing from current councillors, a guest speaker and practical advice for women who are thinking about getting into local political leadership.
10. Officers are also working with partners to link local councillors up with young people (particularly focusing on young women), to educate on how local government works and



LGA Executive

15 June 2017

promoting the role of councillor as an interesting vocation: this includes creating a toolkit to be used by youth groups and in schools.

11. Officers are also assisting political parties to identify prospective female councillors and mentor them to the point of election (and potentially beyond) to help build skills and confidence towards becoming council leaders. This will include a 'Spotlight on her' campaign, which will showcase case studies of women councillors, similar to the campaign run on International Women's day, but with a permanent slot on the website. We are also considering a database of women councillors who could act as mentors or speak candidly with women interested in standing for election.

Women's Local Government Society and suffrage celebrations

12. To mark the anniversary of the 1918 Representation of the People Act which gave women over 30 the right to vote, the Women's Local Government Society (WLGS) is working to deliver the project ['From Suffrage to Citizenship'](#). The project aims to acknowledge those pioneers who worked to gain the opportunity for women to participate in democracy by uncovering the achievements of those who both fought for the Representation of the People Act 1918 and then went on to participate in the opportunities it created. The focus of the campaign is to identify and celebrate the lives of 100 pioneers who were active in the campaign for votes. The campaign will leave a legacy through its influence in inspiring more women to engage in politics.
13. The WLGS is working with Buckinghamshire County Council (BCC), the LGA, the National Association of Civic Officers (NACO), Vote100 and The Fawcett Society to deliver this. The LGA Chairman has agreed to act as one of the project's patrons.
14. The project launched on 8 March (International Women's Day) and will focus initially on raising awareness and gathering nominations for the 100 pioneers. From January to June 2018, the WLGS will support local projects to celebrate and commemorate their pioneer through research, displays, celebrations, discussions and events, whilst encouraging a new generation of women councillors and activists as part of the project's legacy. In June 2018, local areas will submit their projects, from which a selection of ten local commemorations will be made for a national focus.
15. The LGA is supporting the project in a number of ways:
 - 15.1. media and communications support, including coverage in first magazine
 - 15.2. support to encourage councillors to become local member champions for the project
 - 15.3. a stand at the LGA annual conference
 - 15.4. raising awareness by tabling parliamentary questions in the House of Lords.

Further opportunities

16. In the Spring Budget, the then Government announced a £5 million fund to celebrate 100 years of voting rights for women. This would sit with the Government Equalities Office



LGA Executive

15 June 2017

and LGA officers met with them to discuss early plans for the funding. Officers will follow up with civil servants after the election result to identify whether this funding is likely to continue to be available, and if so how councils and the LGA might make best use of any opportunities to access it.

Financial implications

17. All work is currently undertaken using existing budgets.

Implications for Wales

18. The WLGA runs a 'Be a councillor' campaign for Welsh authorities.



LGA Executive

15 June 2017

Local Elections and LGA Political Balance 2017-2018

Purpose

For decision.

Summary

Local government elections took place on Thursday 4 May 2017 in England and Wales.

Following the election results, the definitive figures for the LGA's proportionality for 2017-2018 have been confirmed. This reports sets out the revised proportionality and its implications for the distribution of seats amongst the political groups on the LGA's governance structures.

Recommendations

That the LGA Executive:

1. notes the proportionality figures for 2017/2018 meeting year; and
2. notes not to include elected mayors in the LGA's political balance calculations for 2018/19, and to review this position after a year.

Action

Political groups to agree the allocation of places across all LGA structures.

Contact officer: Claire Holloway
Position: Head of Corporate Services
Phone no: 020 7664 3156
Email: claire.holloway@local.gov.uk



Local elections and LGA political balance 2017-2018

Background

1. The 2017 local government elections took place on Thursday 4 May 2017 in 36 English councils, 22 Welsh councils, as well as mayoral contests in six combined authority areas and two directly elected local authority mayoral elections. The City of London Corporation elections took place on 23 March 2017.

LGA proportionality

2. Overall, since the LGA's proportionality was calculated in 2016, and including the impact of elections, by-elections, defections, boundary changes and changes in LGA membership, the Conservative Group have gained 355 seats; the Labour Group have lost 231 seats; the Liberal Democrat Group have lost 6 seats; and the Independent Group have lost 95 seats.¹
3. The final figures for 2017-2018, based on data provided by Professors Rawlings and Thrasher (formerly of the LGC Elections Centre at the University of Plymouth) are set out below along with the 2016-17 figures. The figures include the effect of the 50 per cent weighting for Welsh authorities, and the respective weightings for two tier areas.

	Conservative %	Labour %	Lib Dem %	Ind %
2017/18	43.88	38.07	9.40	8.65
2016/17	40.47	39.86	9.40	10.27

4. Under the LGA Constitution, the largest group appoints the Chair of the Association. For 2017-2018, the Conservative Group takes the LGA chairmanship by 5.81 per cent. The LGA Chairman also chairs the Leadership Board, the LGA Executive and the Councillors' Forum. The remaining Office Holders are appointed according to proportionality. Under the LGA Constitution, the Senior Vice-Chair of the LGA is the leader of the second largest group, which for 2017-18 is the Labour Group.

LGA governance structures

5. Once the LGA's overall political balance has been calculated, the result is applied to each of our political structures to determine their make-up. Mathematical rounding is applied to allocate available seats to match each Political Group's proportionality. Figures are calculated to two decimal places and any group whose balance is above 0.5 is rounded up and below 0.5 rounded down. The only exception is where adopting this approach would have the effect of increasing the size of the board or committee. In that instance, the group with the smallest amount above 0.5 is rounded down.

¹ The UK Independent Party (UKIP) lost 138 seats, with independent councillors and the smaller parties gaining 43 seats.

LGA Leadership Board

15 June 2017



6. Task Groups and the four-member Audit Committee, Commercial Advisory Board and Property Company Boards are included in the political balance.
7. The revised breakdowns are set out in **Appendix A**.

LGA Leadership Board

8. The LGA Leadership Board comprises a core group of eleven places, made up of the Chairman, four Vice-Chairs (the LGA's Group Leaders) and six Deputy Chairs. As in 2016/17, one additional place has been negotiated for each group giving a Board comprising six Conservatives, five Labour, two Liberal Democrats and two Independents.

Chairs

9. The LGA's nine Boards, together with the Fire Services Management Committee, gives a total of ten Chairs.

LGA Executive

10. Core membership of the LGA Executive comprises the LGA Leadership Board, the Chairs of the nine boards and representatives of the nine English regions and Wales. From September 2017, the core membership of the Executive will be 34.
11. Under the LGA Constitution, regional and Welsh appointments to the Executive are encouraged to be made from the largest group. The LGA Executive balance will be calculated when once the regional nominations are confirmed in August. If required, Groups may either appoint additional members as balancing members, or allocate additional voting rights to existing members to achieve the balance.
12. The Chairs of CCN, DCN, SIGOMA and Local Partnerships attend Executive meetings in a non-voting capacity and are not included in the political balance.

Policy Boards

13. The seven policy boards have a proportionate membership of 18, including the Chair:
 - 13.1. Children & Young People
 - 13.2. Community Wellbeing
 - 13.3. Culture, Tourism & Sport
 - 13.4. Environment, Economy, Housing & Transport
 - 13.5. Improvement & Innovation
 - 13.6. Resources
 - 13.7. Safer & Stronger Communities



14. In 2017/18, where applying political balance to the seven 18-member policy boards gives each Group a figure above 0.5. This has not occurred during the past five years for which the LGA retains supporting calculations. The strict application of the LGA's normal approach to allocation of places would give:

Places	Cons	Lab	Lib Dem	Ind
18	8 (7.89)	7 (6.85)	2 (1.69)	1 (1.55)

15. The Independent Group, with the smallest fraction above 0.5, would therefore be rounded down. The consequence of this would be to reduce the Group's total Board representation by half at a time when its political balance has reduced by 1.62 per cent.
16. Given the unusual circumstances, the Chairman and Group Leaders of the other three groups have agreed two additional Board places to be allocated to the Independent Group, funded from LGA resources. This is a one-off one-year agreement applicable to the 2017/18 political year and does not set a precedent for future years.

City Regions and People & Places Boards

17. The City Regions and People & Places Boards were established in February 2014. The make-up of these Boards reflects the political proportionality of the wider group of councils from which their membership is drawn and each has an additional Deputy Chair drawn from the same group as the Chair.

Fire Services Management Committee

18. The Fire Services Management Committee membership of 14 is drawn from authorities with responsibility for fire & rescue.

Combined authority mayors and proportionality

19. At its last meeting on 5 April 2017, Leadership Board agreed the Constitution Task Group's recommended amendments to the LGA Constitution, but delegated to the Chairman and Group Leaders responsibility for deciding whether elected mayors of combined authorities should be included in the LGA's annual proportionality calculations.
20. Given the complexities of including a further tier in calculations and the minimal impact the current six combined authority mayors, the Chairman and Group Leaders propose no change to calculations in 2018/19, but recommend a further review in 12 months' time.

LGA Leadership Board

15 June 2017



Appendix A: Allocation of places on LGA governance structures

Structure	Year	Cons	Lab	Lib Dem	Ind	Total
LGA Leadership Board (core group is 11 places) * an additional place per group was negotiated	2017/18	6	5	2	2	15*
	2016/17	6	6	2	2	16*
Chairs of Boards and Fire Services Management Cttee	2017/18	4	4	1	1	10
	2016/17	4	4	1	1	10
LGA Executive (excluding regional or balancing places)	2017/18	10	9	3	2	24
	2016/17	10	10	2	3	25
Boards (7) (18 Members) * Plus one additional place on the EEHT and CWB Boards	2017/18	8	7	2	1*	18*
	2016/17	7	7	2	2	18
City Regions Board (22 Members)	Political Balance					
		Lab	Cons	Lib Dem	Ind	
	2017/18	63.33%	23.04%	7.29%	6.34%	
	2016/17	63.7%	23.0%	7.2%	6.1%	
	Seats on the City Regions Board					
	2017/18	14	5	2	1	22
2016/17	14	5	2	1	22	
People & Places Board (22 Members)	Political Balance					
		Cons	Lab	Lib Dem	Ind	
	2017/18	63.32%	17.10%	11.09%	8.49%	22
	2016/17	56.3%	20.3%	11.4%	12.1%	22
	Seats on the People & Places Board					
	2017/18	14	4	2	2	22
2016/17	12	4	3	3	22	
Fire Services Management Committee		Lab	Cons	Lib Dem	Ind	
	2017/18	6	6	1	1	14
	2016/17	6	6	1	1	14



LGA Executive

15 June 2017

Updating the LGA Constitution

Purpose

For decision and recommendation to General Assembly.

Summary

On 15 June 2016, Leadership Board commissioned a four member cross-party Task and Finish Group to undertake a holistic, councillor-led review of the LGA Constitution, with a view to strengthening any areas of weakness and future-proofing the organisation.

The Task Group presented its recommendations to Leadership Board on 5 April.

This paper presents a summary of the changes agreed by Leadership Board and an annotated Constitution containing the main proposed amendments (**Appendix A**) for recommendation to General Assembly.

Recommendation

That the LGA Executive endorses and commends to the General Assembly the proposed amendments set out in the annotated LGA Constitution.

Actions

Recommended amendments to the Constitution will be presented to General Assembly on 4 July 2017.

Contacts:

Mayor Sir Steve Bullock

Claire Holloway

Position:

Chair, Constitution Task and Finish Group

Head of Corporate Services

Phone no:

020 7664 3156

Email:

claire.holloway@local.gov.uk

Updating the LGA Constitution

Background

1. The LGA Constitution sets out the purpose and aims of the Association and the framework within which it operates. It governs how decisions are made and the procedures to ensure that decisions are transparent and reflect the LGA's consensus basis of the LGA. It is supported by Standing Orders and Political Conventions which appear as Part 2 and 3 of the document respectively.
2. The Constitution was comprehensively reviewed in 2010 during the amalgamation of the former LGA family. It was further amended in 2014 to support more commercial approach, reflect changes to the LGA's membership base and amend the rules on substitutes at Leadership Board.
3. Following a Governance review in 2015, portfolios were added as an alternative to Boards. This model was piloted but subsequently discounted by Leadership Board in 2016. In the same year, the basis for calculating the LGA's political balance was revised to clarify that an authority must be in membership before polls open in order to be included in the LGA's political balance.

The 2017 review

4. On 8 June 2016, the LGA Leadership Board commissioned a four member cross-party Task and Finish Group to undertake a holistic, councillor-led review of the LGA Constitution, with a view to strengthening any areas of weakness and future-proofing the organisation in light of potential future changes.
5. The review covered five broad areas:-
 - 5.1. Membership categories and arrangements
 - 5.2. Areas that are currently absent, appear ambiguous or require greater clarity.
 - 5.3. Protection to members and officers undertaking agreed duties or taking on wider responsibilities on behalf of the LGA.
 - 5.4. Changes to reflect modern working and/or decision-making practices – for example advances in technology and wider use of social media.
 - 5.5. Changes to support amendments to the LGA's Company Structures.

Summary of proposed amendments

6. These include:
 - 6.1. Amendment of the term "councillor" to "democratically elected local representative" to cover elected mayors, PCCs etc
 - 6.2. Requirement for Welsh Councils to give the WLGA a minimum of 12 months' notice of intention to withdraw from the WLGA corporate membership of the LGA.

- 6.3. Further clarification of what constitutes membership for the purposes of the annual political balance calculation.
- 6.4. Inclusion of membership of the independent remuneration panel and requirement for the members' scheme of allowances to be reviewed at least once every 4 years.
- 6.5. Amendments to provide greater clarity, to reflect current practice and modern working / decision-making practices.

Recognition of elected mayors of Combined Authorities

7. To date elected mayors have not been included in the political balance of the LGA. The Task Group considered whether, with the advent of the new Combined Authority elected mayors, this position should change and if so, how the revised balance should be calculated. The addition of a further tier of representation presents a further layer of complexity, particularly in two tier areas or in areas where not all councils are included in the Combined Authority.
8. The Task Group considered a number of alternative approaches. Following further discussion at Leadership Board and with the Chairman and Group Leaders, it is proposed that there should be no change to the proportionality calculations in 2018/19 but that a further review is undertaken in 2018.

Company Structures

9. Item 9 on the Executive agenda sets out the recommendations of the Company Structures Task and Finish Group for changes to the current structure of the LGA and its supporting companies. It includes the proposed creation of a new incorporated LGA that will take on the objects, powers and provisions of the current Constitution. The provisions of the amended Constitution allow the proposed changes to take place.

Next steps

10. The proposed amendments will go to General Assembly on 5 July 2017. The amended Constitution will come into effect from the date of agreement by General Assembly.

Local Government Association

Constitution

Standing Orders

Political Conventions

Adopted by the LGA's Shadow General Assembly on 17 December 1996, and amended by the LGA General Assembly on 18 December 1997, 6 July 1999, 27 June 2000, 29 July 2004 by the LGA Executive (under delegated authority of the General Assembly on 6 July 2004), 12 December 2005, 14 December 2006, 12 December 2007, 1 July 2008, 6 July 2010, 26 June 2012, 2 July 2013, 23 January 2014, 8 July 2014, 30 June 2015 and 5 July 2016.

Part 1 - Constitution of the Local Government Association	
1. Constitution and Title	4
2. Purpose of the Association	5
3. Objects and Power of the Association	5
Governance arrangements	
4. General	6
5. The General Assembly	7
6. Membership of the General Assembly	7
7. Voting at the General Assembly	8
8. Positions of Office	9
9. General Assembly Meetings and Procedure	10
10. The LGA Executive	10
11. The LGA Leadership Board	11
12. Boards	11
13. Fire Commission & Fire Services Management Committee	11
14. Welsh Local Government Association	12
15. Special Interest Groups	12
16. Responsibility for Action	13
17. Chief Executive and Staff	13
18. Support for Political Groups	13
19. Members' Scheme of Allowances	13
20. Finance	14
21. Resignation of Member Councils	14
22. Dissolution	15
23. Alteration of the Constitution	17
<i>Annex 1: LGA Governance structures</i>	18
<i>Annex 2: Composition of Fire Commission</i>	20

Part 2 - Standing Orders	
Part A: Meetings of the General Assembly of the LGA	21
1. Order of Business	21
2. Notices of Motion	21
3. Special Meetings	21
4. Motions and Amendments without Notice	22
5. Minutes	22
6. Rescission of Earlier Resolution	22
7. Rules of Debate	23
8. Voting	25
9. Notices	25
10. Suspension of Standing Orders	25
Part B: Meetings of the Leadership Board, Executive and Boards of the Association	26
11. Attendance at meetings	26
12. Order of Business for LGA Leadership Board, LGA Executive and Boards	26
13. Minutes	26
14. Rescission of Earlier Resolution	27
15. Voting	27
16. Suspension of Standing Orders	27
Part 3 - LGA Political Conventions	
1. Background	28
2. Political Administration of the LGA	28
3. Support for Political groups	30
4. Impartiality of Staff	31
5. Representation on Outside Bodies and Delegations	32
6. Public Statements on behalf of the Association	32
7. Conferences	34

Part 1: Constitution of the Local Government Association

1. Constitution and Title

- 1.1 The name of the Association shall be the Local Government Association.
- 1.2 The Association shall consist of principal councils in England and Wales, the Common Council of the City of London, statutory combined fire and rescue authorities and other public bodies as have desired to be and remain in membership.

1.2: National parks authorities and eligible town and parish councils moved to Associate membership.

Full membership

- 1.3 The following bodies shall be eligible for full membership of the Association (referred to as “full member authorities”):-
 - 1.3.1 Principal councils in England and Wales.

Corporate membership

- 1.4 The following bodies in Wales shall be eligible for corporate membership of the Association through the Welsh Local Government Association (WLGA):
 - 1.4.1 Principal councils;
 - 1.4.2 Combined fire & rescue authorities;
 - 1.4.3 Welsh national parks authorities

1.4: Deleted Police and Crime Commissioners as not in WLGA membership.

Associate membership

- 1.5 The following bodies shall be eligible for associate membership of the Association:

Voting

- 1.5.1 Combined fire & rescue authorities;
- 1.5.2 Police & Crime Commissioners
- 1.5.3 Elected mayors of Combined Authorities and the GLA

1.5.3: Additional provision.

Non-voting

- 1.5.4 Town & parish councils that meet specified criteria.
- 1.5.5 National Parks Authorities
- 1.5.6 Larger town and parish councils
- 1.6 The Association may invite into membership other local, regional and national public government bodies, on such terms as shall be determined by the LGA Leadership Board.

Combined Authorities

- 1.7 Combined Authorities whose component councils are all in membership of the LGA shall automatically receive full membership benefits of the LGA. Subject to 1.5.3 above, they will not receive voting rights over and above those already allocated to their component councils.

1.7: Addition of ‘subject to 1.5.3 above’.

- 1.8 Where one or more councils that make up a Combined Authority are not in membership of the LGA, a separate subscription will be charged to that Combined Authority.

2. Purpose, Objects and Power of the Association

Purpose

- 2.1 The purpose of the Association is to support, promote and improve local government in England & Wales.

Objects and Powers

3. The objects and powers of the Association are:

- 3.1 To represent, wherever possible by consensus, the interests of member authorities in England and Wales to national governments, to Parliament, to political parties, to European and other international institutions and to other bodies, and to negotiate on behalf of local government.
- 3.2 To formulate policies to support the improvement and development of local governance, effective management in local authorities and the enhancement of local democracy in England, Wales and elsewhere.
- 3.3 To provide forums for discussion of matters of common interest and/or concern to member authorities, including special interest groups of member authorities, and a means by which joint views may be formulated and expressed.
- 3.4 To provide a full range of cost-effective services to member authorities in accordance with their wishes, including the dissemination of accurate, timely and relevant information.
- 3.5 To co-ordinate collective legal actions on behalf of groups of member authorities where authorised by the LGA Leadership Board or relevant policy Board or Committee.
- 3.6 To promote the policies of the Association and to provide information on local government issues to the public and outside organisations.
- 3.7 To endeavour to give democratically elected local representatives from different political groups the opportunity to contribute to the Association's work and to the development of policies which represent, as far as possible, consensus between the political groups and between groups of member authorities.
- 3.8 To appoint democratically elected local representatives to the boards of the IDeA and Local Partnerships to ensure that those organisations' work and priorities reflect those of the membership of the Association.
- 3.9 To support all democratically elected local representatives in membership of the Association.
- 3.10 To subscribe to, take, purchase or otherwise acquire, hold, sell, deal with and dispose of, place and underwrite shares, stock, bonds, debentures, debenture

3.2 Deletion of 'sound'

3.3 Inclusion of reference to Special Interest Groups; previously a separate article.

3.5 Additional article to reflect growing area of work

3.7 'Councillors' amended throughout to 'democratically elected local representatives' to cover elected mayors.

stocks, obligations or securities, and to establish and participate in corporate vehicles constituted or carrying on business in England and Wales.

- 3.11 To undertake activities directly, or through arrangements with third parties, that generate income for the Association for the benefit of member councils, including the acquisition, lease and sale of property.
- 3.12 To provide an indemnity in respect of potential personal liability incurred by any Officer or Member of the Association arising out of any action by them which is authorised by the Association.
- 3.13 To do anything that a natural person or legal corporation can lawfully do which is necessary, or intended to facilitate, or conducive or incidental to the discharge or achievement of the aims of the Association.

3.11 Addition of specific reference to property.

Governance arrangements

4. General

- 4.1 The main governance structures of the LGA and the wider group are set out in Annex 1 to the Constitution.
- 4.2 The General Assembly shall determine the delegated powers, size and political composition of all the Association's governance structures, may make Standing Orders for the regulation of their proceedings and may delegate its functions to the LGA Leadership Board.
- 4.3 The political balance on each of the Association's governance structures shall be calculated with reference to the overall electorate represented by the councillors of each party, immediately after the last principal elections of the member authorities and in accordance with the following principles: -
 - 4.3.1 Only principal councils in full or corporate membership of the Association before the polls open on the day of the principal local elections shall be included in the political balance calculations;
 - 4.3.2 To be included in the political balance calculations, councils joining the Association on or after 1 April of the membership year must have paid their subscriptions in full, with the funds cleared in the LGA account, prior to the opening of the polls on the day of the principal local elections; and
 - 4.3.3 A 50% weighting shall be applied for Welsh authorities in corporate membership.
- 4.4 Democratically elected local representatives serving on the LGA's member structures, or otherwise representing or undertaking business on behalf of the LGA, are required to operate in accordance with the member code of conduct of the local authority they are representing.
- 4.5 The period of office for democratically elected local representatives appointed to serve on any of the governance structures shall begin:
 - 4.5.1 For any individual appointed to serve on any of the governance structures set out in **Annex 1** (other than the General Assembly and Leadership Board), or

4.2 Delegation of functions moved to the Leadership Board from Executive. Also delegated responsibility for agreeing terms of reference for governance structures.

4.3.1 Addition of 'Principal councils' and 'or corporate membership' for clarity and to include Welsh councils.

4.3.2 Addition of 'with the funds cleared in the LGA account' for clarity.

4.5 All references to terms of office consolidated under 4.5.

on Workforce Employer Bodies, on the date specified in the letter of appointment and shall cease with immediate effect if he/she resigns, ceases to be a democratically elected local representative, or if his/her authority ceases to be in membership of the Association.

4.5.2 For any individual appointed to serve on any of the General Assembly, with effect from the Annual Meeting each year and shall end immediately before the Annual Meeting the following year, or with immediate effect if he/she resigns, ceases to be a democratically elected local representative, or if his/her authority ceases to be in membership of the Association.

4.5.2 Additional article for clarification.

4.5.3 For any individual elected to serve as an Office Holder of the Association, with effect from the Annual Meeting each year and shall end immediately before the Annual Meeting the following year, or with immediate effect if he/she resigns, ceases to be a democratically elected local representative, or if his/her authority ceases to be in membership of the Association.

4.5.3 Moved from section 5 and amended for clarification.

4.6 When an Office Holder of the Association resigns, or their period of office terminates prior to the Annual Meeting in the following year, his/her nominating party may elect or appoint a replacement, who will be designated "acting" until formally elected by the General Assembly.

4.6 Addition of "resigns" and "period of office" for clarification.

5. The General Assembly

5.1 There shall be a General Assembly of the Association.

5.2 The General Assembly will hold an Annual Meeting to elect the Office Holders of the Association set out in Article 8 of the Constitution.

5.3 Other meetings may be held as required and the Assembly shall deal with such other business as may be determined by the Leadership Board.

5.4 The General Assembly may from time to time make standing orders for the regulation of its proceedings, and shall approve and issue a set of Conventions governing relationships between the political parties in the conduct of the Association's business.

6. Membership of the General Assembly

6.1 Each local authority in full or corporate or voting associate membership of the Association shall be entitled to appoint one democratically elected local representative to the General Assembly.

6.2 Where a member authority is entitled to more than one vote at the General Assembly under Article 7, it shall be entitled to appoint further democratically elected local representative to a total equal to its number of votes or four, whichever is the lesser.

6.3 The names of democratically elected local representatives appointed to serve on the General Assembly shall be submitted in writing each year not less than five clear working days in advance of the meeting, by the appropriate officer of that authority to the Chief Executive of the Association. In exceptional circumstances, names can be submitted after that deadline subject to agreement with the Chief Executive of the Association.

6.3 Amended from 'not less than eighteen working days' to 'five clear working days'.

6.4 All those appointed to serve on the General Assembly of the Association or any of the governance structures of the Association, shall be elected members of authorities in membership of the Association.

6.4 Removal of superfluous reference to the Executive as covered by 'any governance structure of the Association'.

7. Voting at the General Assembly

7.1 Authorities in full membership of the Association shall be entitled to vote on all matters at the General Assembly as follows:

7.1.1 In areas with both a county and district councils, each district council shall have one vote and the county council shall have votes equal to the number of district councils in its area.

7.1.2 The total number of votes of unitary authorities shall represent the same proportion of the total votes of county and district councils, as the total population of unitary authorities in relation to the total population of county and district councils. Votes shall be allocated between individual unitary authorities on the basis of population bands that are reviewed and determined by the Leadership Board every four years.

7.1.2 Amended from 'represents' to 'in relation to' for clarity; and addition of 'reviewed and determined by the Leadership Board every four years' to reflect good practice.

7.1.3 The population for this purpose shall be as given in the latest figures published by the Registrar General before the convening of each Annual Meeting.

7.2 Authorities in voting associate membership shall be entitled to vote only as follows:

7.2.1 On the election of a Chair, Vice-Chair and Deputy Chairs under Article 8.5 and on questions of estimated expenditure and subscriptions under Articles 20.1 and 20.2 of the Constitution, each authority shall have one vote.

7.2.2 On issues of direct relevance to the statutory duties and responsibilities of associate members of their class (as determined by the Chair of the meeting), each authority shall be entitled to the same number of votes as a unitary authority within their population band as determined under Article 7.1.

7.3 Welsh Authorities in corporate membership shall be entitled to vote only as follows:

7.3.1 On the election of Chair, Vice Chair and Deputy Chair under Article 8.5 and on questions of estimated expenditure and subscriptions under Articles 20.1 and 20.2, each authority will have one vote.

7.3.2 On non-devolved matters directly relevant to their statutory duties and responsibilities, each authority shall be entitled to the same number of votes as a unitary authority within their population band as determined under Article 7.1.

7.3.3 Welsh Authorities opting for full membership will have voting rights equivalent to that of a unitary authority within their population band on all matters.

7.4 Where the democratically elected local representatives from a member authority are entitled to more than one vote under Article 7.1, each democratically elected local representative shall be entitled to cast votes at the General Assembly up to the number allocated to him or her.

7.4 Removal of wording already included in article 5.3.

- 7.5 In the case of an equality of votes, the Chair of the meeting shall have the casting vote in addition to any vote(s) he or she may be entitled to cast as a member of the General Assembly.
- 7.6 A democratically elected local representative on the General Assembly may nominate another democratically elected local representative from his or her authority to attend on his or her behalf and exercise his or her vote(s), provided that written notice is given to the Chief Executive of the Association before the start of the meeting by the Chief Executive or other appropriate officer of the member authority, or by the democratically elected local representative originally nominated.
- 7.7 The quorum for General Assembly meetings shall be one-third of voting councillors appointed by authorities in full membership of the Association.

8. Positions of Office

Presidents & Vice Presidents

- 8.1 A President of the Association shall be elected at the Annual Meeting in each year and shall be eligible for re-election for up to a maximum of eight years in the post.
- 8.2 Vice-Presidents shall be appointed annually by the leaders of the Association's political groups and be reported at the Annual Meeting of the Association.
- 8.3 The President and Vice-Presidents need not be democratically elected local representatives of member authorities and shall not have a vote.
- 8.4 The LGA President and Vice-Presidents are required to operate in accordance with the Code of Conduct for Members of Parliament/for Members of the House of Lords/for MEPs/for Welsh Assembly Members.

Office Holders

- 8.5 The General Assembly shall, at the Annual Meeting of the Association each year, elect from amongst the democratically elected local representatives representing full member authorities the following Office Holders:
 - 8.5.1 1 Chair;
 - 8.5.2 Vice-chairs; and
 - 8.5.3 Deputy chairs.
- 8.6 Each Office Holder shall be a representative of a political group of members of the General Assembly, whose share of the weighted electorate exceeds 5% of the total.
- 8.7 The largest group at the point of calculating the political balance shall appoint the Chair of the Association.
- 8.8 The remaining Office Holders are appointed according to proportionality in line with Article 4.3. All groups shall have one Vice Chair and those entitled to additional Office Holder(s) shall also have a Deputy Chair(s).

8.1 Addition of 'for up to a maximum of eight years in the post' to reflect good practice.

8.9 The Vice-Chair nominated by the second largest group shall be the Senior Vice Chair. The Chair and Vice-Chairs of the Association shall also hold the equivalent offices in the Executive and the Leadership Board.

9. General Assembly Meetings and Procedure

9.1 At the Annual Meeting of the General Assembly, the President shall preside over the election of office holders and thereafter the Chair shall preside. At other meetings of the General Assembly, the Chair of the Association or in his/her absence a Vice Chair, or in their absence another person chosen by the meeting, shall preside.

9.2 Meetings of the General Assembly shall be held on such days and at such places as may be decided by the Leadership Board.

9.3 The LGA Chief Executive shall:

9.3.1 Not less than three months before the Annual Meeting, and not less than twenty-eight clear days before each other meeting, send to each authority in voting membership of the Association, and to their chief executive or clerk, a notice stating the date, time and place of the meeting; and

9.3.1 Insertion of 'voting' for clarity.

9.3.2 Not less than 10 clear working days before the Annual Meeting, or any other meeting, send to each democratically elected local representative of the General Assembly, and publish on the LGA website, an agenda specifying the business to be transacted.

9.3.2 Insertion of 'clear' for clarity.

10. The LGA Executive

10.1 There shall be an Executive whose purpose is to provide strategic direction to the work of the Association, having regard to any advice from the Leadership Board referred to in Article 11. (Annex 1)

10.2 The Executive shall comprise:

Voting

10.2.1 The Office Holders of the Association;

10.2.2 The Chairs of the LGA Boards;

10.2.3 One representative of each of the regional groupings and of the Welsh LGA; and

10.2.4 Additional members to balance political proportionality.

Non-voting

10.2.5 Representatives of the County Councils Network, District Councils Network and Special Interest Group of Municipal Authorities; and

10.2.6 Representative of Local Partnerships.

10.3 The Chair of the Association shall chair meetings of the LGA Executive.

10.4 The quorum at meetings shall consist of one third of voting members, provided that representatives of at least 2 political groups represented on the body are present.

10.4 Insertion of quorum for clarity.

11. The LGA Leadership Board

- 11.1 There shall be a Leadership Board, whose purpose is to direct the Association's activities and business, in accordance with the strategic priorities and direction set by the Executive and to report and make recommendations to the Executive on the Association's activities. (Annex 1).
- 11.2 The LGA Leadership Board shall comprise the Office Holders of the LGA, as set out in Articles 8.5 – 8.9.
- 11.3 The Chair of the Association shall chair the Leadership Board.
- 11.4 Groups with only one Vice-Chair on the board shall be permitted to appoint a substitute to attend in the absence of the Vice-Chair.
- 11.5 The quorum at meetings shall consist of one third of the members, provided that representatives of at least 2 political groups represented on the body are present.

11.4 Insertion of quorum for clarity.

12. Boards

- 12.1 There shall be Boards whose purpose is to develop, steer and oversee all policy and improvement activity, in line with the LGA priorities.
- 12.2 The political balance of each Board may be maintained by the attendance of substitutes. In relation to the Executive, substitutes for Chairs of Boards from the same political party will be permitted. In the absence of the Chair of a Board, the Vice Chair will be permitted to attend to speak, but not vote, on items within that Board's remit.
- 12.3 The quorum at meetings shall consist of one third of the members, provided that representatives of at least 2 political groups represented on the body are present.
- 12.4 All questions coming or arising at a board shall be decided by a majority of the voting members present and voting thereon. Each member shall have one vote. In the case of an equality of votes the Chair shall have the casting vote in addition to any vote(s) that he or she may be entitled to cast as a Member of the Board.

12.4 'arising before a board' amended to 'arising at a board' for clarity.

13. Fire Commission & Fire Services Management Committee

- 13.1 There shall be a Fire Commission on which all fire authorities in associate or corporate membership of the Association shall have the right to representation and voting in accordance with **Annex 2**.
- 13.2 Additional members from fire authorities shall be appointed as necessary by the group leaders to ensure political balance as provided by Article 4.3.
- 13.3 There shall be a Fire Services Management Committee, whose role is to represent the views and concerns of the fire community in relation to fire services modernisation, and to take the lead on day-to-day policy issues affecting fire authorities. The Fire Services Management Committee will report to the Board which

has responsibility for community safety and for all matters relating to fire and other blue light services.

14. Welsh Local Government Association

- 14.1 Principal councils, statutory combined fire authorities and national parks authorities in Wales, shall be eligible either for full membership of the Association, or for corporate membership through the WLGA.
- 14.2 Welsh local authorities joining as full members will be entitled to participate fully in all the activities of the Association. Welsh local authorities that join as Welsh corporate members will have limited voting rights as set out in Article 7 of the Constitution, and limited representational rights as set out in Article 6 of the Constitution.
- 14.3 In recognition of the special constitutional position of Wales as a nation in its own right, the WLGA:
 - 14.3.1 Will have complete autonomy in respect of all policy matters affecting Wales;
 - 14.3.2 Will have complete autonomy in respect of Wales' relationships with the international community including European organisations; and
 - 14.3.3 Will be entitled to directly appoint representatives to the Welsh share of places on national and international bodies, and on the LGA Executive.
- 14.4 In addition to any subscriptions paid by individual Welsh Authorities in full membership of the Association, the WLGA shall pay to the Association a corporate subscription, agreed annually, on behalf of those Welsh authorities in corporate membership.

15. Special Interest Groups

- 15.1 If ten or more full member authorities with common features, interests or concerns so request by formal notice to the Chief Executive, the Association, acting through the Leadership Board, they may establish a Special Interest Group (SIG). Membership shall be open to all member authorities with such common features.
- 15.2 In any case of doubt as to whether an authority is eligible for membership of a SIG, the Leadership Board shall determine the matter.
- 15.3 The Association may provide secretarial services to SIGs, having regard to the overall level of resources available to the Association, provided it is satisfied that the SIG's activities accord with the strategic direction and interests of the Association as a whole. SIGs may provide their own, or augment Association support, through resources raised from member authorities.
- 15.4 Special Interest Groups shall develop their own rules of procedure subject to the approval of the Leadership Board. Each Special Interest Group shall report annually on its activities to the Leadership Board.

16. Responsibility for Action

- 16.1 In matters of local government in general or which concern all member authorities, the Association will speak for all its member authorities.
- 16.2 The WLGA, and recognised groupings of member authorities established under Article 14 above, may speak for the interests they represent, subject to their views not conflicting with or undermining the LGA's policy as a whole or damaging the interests of other member authorities.
- 16.3 The Association shall ensure that the appointment of democratically elected local representative to represent the views of member authorities on outside bodies or on delegations shall so far as is practicable reflect the political balance of the board.
- 16.4 The Association shall not in the context of the issue of local government reorganisation adopt or support any policy which adversely affects any category of member authority, for example, county and district councils or unitary authorities. Nothing in this Article shall prevent any member authority or group of member authorities seeking factual information from officers to assist such an authority or group in promoting outside the Association a view in connection with any reorganisation.

17. Chief Executive and Staff

- 17.1 There shall be a Chief Executive of the Association appointed on such terms and conditions as agreed by the Leadership Board and such other staff as may be necessary for the purpose of implementing the Association's objects and powers.

18. Support for Political Groups

- 18.1 Political groups recognised by the Association for the purposes of representation on its governance structures, and whose total share of the weighted electorate is five per cent or more, shall be entitled to reasonable support from the Association to enable them to play their part in influencing parties on behalf of member authorities.
- 18.2 Independent democratically elected local representatives and democratically elected local representatives from smaller recognised political groups may join together voluntarily to secure a collective share of the weighted electorate of five per cent or more, in order to qualify for support from the Association comparable to that provided to larger political groups.

18.2 Additional article to cover independent and smaller political groups.

19. Members' Scheme of Allowances

- 19.1 The Association shall provide a scheme for the payment of allowances and expenses to members appointed to agreed LGA roles, in recognition of duties carried out on behalf of the Association.
- 19.2 The LGA Executive will consider annually whether to establish an Independent Panel to review the Scheme of Allowances and to make recommendations for decision by the LGA Executive. An independent review of the Scheme should be carried out at least every 4 years.

19.2 New requirements for the LGA Executive to consider annually whether to establish review panel and for an independent review to be carried out at least every 4 years.

19.3 The membership of the Panel shall comprise of a minimum of 3 and a maximum of 5 members and be agreed by the LGA Executive. The Chair of the Panel must be independent of the LGA and may not be a serving democratically elected local representative. The remaining Panel members may be serving democratically elected local representatives, however must not hold an LGA role whilst a member of the Panel.

20. Finance

20.1 The LGA Leadership Board shall approve prior to the last day of March in each year a statement of estimated expenditure for the year commencing on the following first day of April.

20.2 The subscriptions of member authorities for each year commencing 1 April shall be at rates to be determined annually by the LGA Leadership Board.

20.2.1 The annual subscription of each full member authority shall be calculated according to a formula determined by the LGA Leadership Board, having regard to the allocation of votes as set out in Article 7.1. A maximum subscription for any year shall be set.

20.2.2 The WLGA shall on behalf of Welsh Authorities pay a corporate subscription at a rate that reflects the special constitutional position of Wales.

20.2.3 Associate members shall pay such reduced rate of subscription as agreed by the Leadership Board and which reflects the level of support and service to which they are entitled.

20.3 Subscriptions shall be payable on 1 April in each year.

20.4 The Chief Executive shall be responsible for the preparation of an Income and Expenditure Account and Balance Sheet each year, for their examination and certification by independent professional auditors and for the submission of those accounts to the General Assembly.

20.5 The Association may invest, lend or otherwise deal with monies not immediately required for its purposes in such manner as may be thought fit by the Leadership Board and may borrow or raise money in accordance with financial regulations agreed by the Board.

20.6 The Association may purchase, take on lease or otherwise obtain land and buildings for use as offices, to provide accommodation for meetings of the Association, for the use of staff and ancillary and related bodies and for the purpose of generating income to support the activities of the Association; and may sell, or otherwise dispose of, such land and buildings all on such terms and in such manner as the Leadership Board considers suitable, and may establish companies for this purpose.

20.7 In accordance with the Scheme of Delegation, designated officers, the Chair of the Association, or in his or her absence a Vice or Deputy Chair, shall be authorised to enter into and execute all instruments, deeds or assurances on behalf of the Association.

20.6 Addition of 'and for the purpose of generating income to support the activities of the Association' to support commercial letting of LGA properties.

20.7 Reworded for clarification.

21. Resignation of Member Councils

- 21.1 Any member authority of the Association wishing to terminate its membership shall give not less than twelve months' notice, in writing, to the Chief Executive to expire on 31 March in any year. At the expiration of the period of notice the member authority shall cease to be a member of the Association and shall become a past member.
- 21.2 Any Welsh council wishing to terminate its membership of the WLGA's corporate LGA membership, shall give not less than twelve months' notice, in writing, to the WLGA Chief Executive to expire on 31 March in any year so as to enable to the WLGA to comply with Article 21.1.
- 21.3 Any member authority upon ceasing to be a member of the Association and becoming a past member, shall:
- 21.3.1 Forfeit all right to and claims upon the Association and its property and funds; and
- 21.3.2 Lose any entitlement whatsoever to any share in the assets of the Association whether on a dissolution or otherwise (save in so far as these Articles provide for the assets of the Association to be set off against the liabilities of the Association to determine the "net liabilities" under Article 21.3).
- 21.4 Any past member authority shall remain liable for its share of the net liabilities of the Association for a period of five years from the date when the member authority ceased to be a member of the Association and shall discharge its share of the net liabilities of the Association on a dissolution calculated in accordance with Article 20.

21.2 Additional clause to bring in line with notice requirements for English councils.

22. Dissolution

- 22.1 If at any meeting of the General Assembly a motion for the dissolution of the Association shall be passed by at least two-thirds of members from full member authorities present with at least two-thirds of such authorities represented at the meeting, the Motion must then be put to all authorities in membership for decision via an electronic or postal vote. For a dissolution Motion to be passed, it must be agreed by at least two-thirds of members from full member authorities.
- 22.2 If a resolution is passed as in Article 22.1, the LGA Leadership Board shall thereupon proceed to realise the assets of the Association, to pay the liabilities of the Association and to make arrangements whereby the member authorities (both existing and past) shall discharge the Association's net liabilities.
- 22.3 On the completion of such arrangements, the remaining assets of the Association (if any) shall be distributed to all authorities in membership at the date of dissolution (referred to herein as "existing members") in the proportion which the total annual subscriptions paid or payable by each existing member to the Association in the last ten accounting periods prior to the date when the motion for dissolution was

22.1 Additional requirement for all councils to be consulted electronically or by post prior to a dissolution decision.

22.2 Insertion of 'If a resolution is passed as in Article 21.1' for clarity.

passed bears to the total subscriptions paid by all existing members in the same period. The Association shall thereupon be dissolved.

22.4 In the event that the Association's assets should prove to be insufficient to discharge its liabilities member authorities (both existing and past) shall contribute such additional sum as is required to eliminate the deficiency.

22.5 Every member authority (both existing and past) shall contribute towards any deficiency in the proportion to which the annual subscription which the authority was liable to pay in its last year of membership (which in the case of existing members shall be the full accounting year immediately before the accounting year in which the motion of dissolution was passed, and in the case of past members shall be the accounting year at the end of which its membership ceased) bears to the total amount of subscriptions, as so determined, payable by all member authorities (both existing and past).

22.6 The provisions set out in Articles 22.2, 22.3, 22.4 and 22.5 do not apply where dissolution is effected for the purpose of reconstitution or merger.

22.6, 22.7 and 22.8
Corrections to references.

22.7 For the purposes of Articles 20 and 21 the liabilities of the Association shall include without prejudice to the general meaning of "liabilities" the following:

22.7.1 Any sums which are or may in the future become due and payable by the Association under the terms of any lease, licence, mortgage, debenture, loan, guarantee, indemnity or any other agreement or arrangement to which the Association is a party and pursuant to which the Association is or becomes indebted.

22.7.2 Any sums which are or may in the future become due and payable by the Association or by its members or any one or more of them:

22.7.2.1 To an administering authority for the purposes of the local government pension scheme regulations for the time being in force; and

22.7.2.2 In respect of the Association's liability to pay the amount of any unfunded pension costs rechargeable to the Association. The amount of such unfunded pension costs shall be determined by an Actuary acting as an expert and appointed by the Association and the determination shall be conclusive.

22.7.3 Any sums which are or may in the future become due and payable to officers and/or employees of the Association including salary, wages, redundancy, compensation for loss of office or employment or any other benefits (including early retirement packages) to which such officer or employee is or becomes entitled by reason of law or in circumstances where the Association is dissolved, in accordance with the policy of the Association existing at the date of the passing of the motion for dissolution.

22.7.4 Any sums (whether by way of damages or otherwise) which are or may in the future become due and payable in respect of any liability in law whether in contract, tort or otherwise.

22.8 For the purposes of Articles 20 and 21:

22.8.1 A sum may become due in the future in whatever circumstance including on the dissolution of the Association.

22.8.2 Net liabilities shall mean the assets of the Association less "the liabilities" of the Association.

22.8.3 "The assets of the Association" shall include all legal and equitable interests in any asset whatsoever including fixed, current, tangible and intangible assets.

22.9 In the event of a dispute between an existing or past member authority and the Association as to the amount which an authority should contribute or receive under this Article the matter shall be referred to arbitration.

22.10 Any arbitration shall be conducted in accordance with the Arbitration Rules of the Chartered Institute of Arbitrators. The Arbitrator shall be appointed by the President for the time being of the Institute of Chartered Accountants of England and Wales. In the event that the Arbitrator issues a determination providing that a member or former member authority is liable to contribute a specified sum under this Article the authority shall pay the monies which the Arbitrator determines it ought to pay within seven days of the issue of the award.

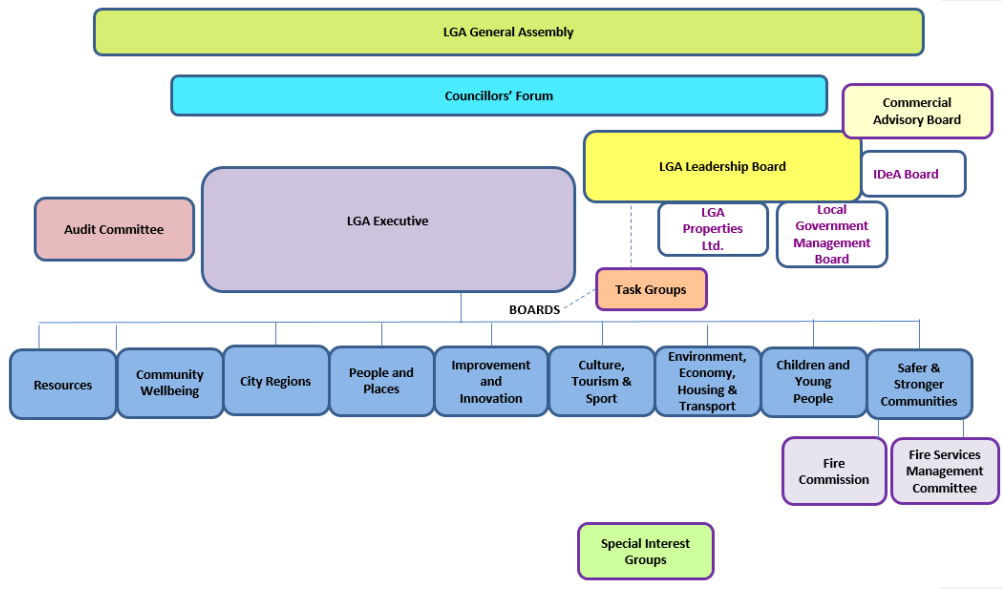
Deletion of obsolete clause 22.11

23. Alteration of the Constitution

23.1 The General Assembly shall have power to alter this Constitution, provided that a Motion in favour of each such alteration shall be passed by at least two-thirds of voting members from full member authorities present, voting in accordance with Article 7.

23.1 Deletion of reference to quorum covered in Article 7.

Annex 1 – LGA Governance structure



LGA Executive

Determines the Association’s strategic priorities and policy framework, having regard to any advice from the LGA Leadership Board; represents the views of local government; holds the Boards, Fire Commission and Fire Services Management to account; agrees the LGA Business Plan and Budget; and recommends Motions to the LGA General Assembly for consideration.

Executive: Amended to reflect Terms of Reference, including addition of fire and removal of reference to specific responsibility for co-ordinating growth, transport, finance and workforce policy.

LGA Leadership Board

Directs the Association’s activities and business and ensures its proper management, in accordance with the strategic priorities and direction set by the LGA Executive; responsible for the management of internal resources and for policies on resource management; reports and makes recommendations to the LGA Executive on the Association’s activities, budget and business plan; receives reports on the Audit Committee and Commercial Advisory Board’s activities; receives and recommends to the LGA General Assembly the LGA’s consolidated financial statements and annual report of the Audit Committee; recommends amendments the LGA Constitution to the LGA General Assembly for adoption.

Leadership Board: Addition of responsibilities for LGA budget, business plan and financial accounts; activities of the Audit Committee and Commercial Advisory Board; and amendments to the LGA Constitution.

Boards

Engage with and develop a thorough understanding of councils’ priorities in relation to their particular area; help shape the LGA Business Plan and oversee programmes of work to deliver, through extensive engagement with councils, the strategic priorities set by the LGA Executive. Report to the Executive on their activities.

Boards: To reflect that the Boards report to the Executive; clarification that each Board determines its own terms of reference.

The Boards are:-

- ◆ Children & Young People

- ◆ Community Wellbeing
- ◆ Culture, Tourism & Sport
- ◆ Safer and Stronger Communities
- ◆ Environment, Economy, Housing & Transport
- ◆ Resources
- ◆ Improvement & Innovation
- ◆ City Regions
- ◆ People & Places

Each Board determines its own terms of reference.

Audit Committee

Monitors the integrity of the financial statements of the LGA and its associated companies; oversees their internal control and risk management systems; and reports to the General Assembly on the Committee's activities and the LGA's consolidated financial statements.

Fire Commission/Fire Services Management Committee

Provides a forum for authorities with responsibility for fire and rescue to come together to discuss matters of common interest and concern, to exchange good practice and to influence the priorities and activities of the LGA. The Commission is led by the Fire Services Management Committee which reports to the Safer and Stronger Communities Board.

Councillors' Forum

Offers a programme of topical external/internal speakers and discussions and receives reports from the Chairman of the Association and the chairs of the nine boards.

Company Boards of the IDeA, LGA (Properties) Ltd and Local Government Management Board.

Direct the activities and business of the respective bodies and ensure their proper management in accordance with their Memoranda and Articles of Association and with the strategic priorities and direction of the LGA set by the Executive; contribute to the development of the LGA business plan; oversee delivery of projects commissioned outside the LGA; report to the Leadership Board on their activities.

Commercial Advisory Board

The Commercial Advisory Board oversee and advises the Leadership Board on all aspects of the LGA's commercial strategy. Reports to the LGA Leadership Board on its activities.

Task and Finish Groups

Task and Finish Groups may be appointed by the Leadership Board, Executive or a Board to oversee a project. Task Groups have a defined life cycle, linked to their output, and are accountable to the body that commissioned them.

Audit Committee: Inclusion of responsibility to report to the General Assembly on the Committee's activities and the LGA's consolidated financial statements.

Commercial Advisory Board and Task and Finish Groups Included for completeness.

Annex 2 - Composition of Fire Commission

Fire Authority	Votes	Fire Authority	Votes
Avon	1	Norfolk	1
Bedfordshire & Luton	1	North Yorkshire	1
Berkshire (Royal)	1	Northamptonshire	1
Buckinghamshire & Milton Keynes	1	Northumberland	1
Cambridgeshire & Peterborough	1	Nottinghamshire & City of Nottingham	1
Cheshire	1	Oxfordshire	1
Cleveland	1	Shropshire & Wrekin	1
Cornwall	1	Stoke-on-Trent & Staffordshire	1
Cumbria	1	Suffolk	1
Derbyshire	1	Surrey	1
Devon & Somerset	2	Warwickshire	1
Dorset and Wiltshire	2	West Sussex	1
Durham & Darlington	1	Greater Manchester	3
East Sussex	1	Merseyside	2
Essex	2	South Yorkshire	2
Gloucestershire	1	Tyne & Wear	1
Hampshire	2	West Midlands	3
Hereford & Worcester	1	West Yorkshire	2
Hertfordshire	1	London Fire & Emergency Planning (LFEP)	9
Humberside	1	Mid & West Wales	1
Isle of Wight	1	North Wales	1
Kent & Medway	2	South Wales	1
Lancashire	2		
Leicester, Leicestershire & Rutland	1		
Lincolnshire	1		

Part 2 - Standing Orders

Part A: Meetings of the General Assembly of the LGA

1. Order of Business

1.1 The order of business at each annual meeting of the General Assembly shall be:

1.1.1 Appointments and Business

- 1.1.1.1 Election of President
- 1.1.1.2 Election of Chairman, Vice-Chairmen and Deputy Chairmen
- 1.1.1.3 Note appointment of Vice-Presidents
- 1.1.1.4 Amendments to the LGA Constitution
- 1.1.1.5 Audited Accounts
- 1.1.1.6 Annual Report of the Audit Committee
- 1.1.1.7 Approval of Minutes of previous General Assembly

1.1.2 General Assembly Motions

1.2 The Chair may, at his/her discretion, alter the order in which business is taken.

2. Notices of Motion

2.1 At any meeting of the General Assembly motions may be moved of which notice is given as set out above.

2.2 Notice of a motion to be moved at the Annual Meeting, shall be given in writing to the Chief Executive not less than forty-two clear days before the meeting. In the case of special meetings notice shall be given not less than twenty-one clear days before the meeting.

2.3 The LGA Executive shall determine whether notices of motion, other than those to be submitted by boards of the Association or to a special meeting, to be moved at any meeting of the General Assembly shall instead receive consideration by such Boards as they shall decide. Members submitting notices of motion shall be informed of the LGA Executive's decision in such cases.

3. Special Meetings

3.1 A special meeting of the General Assembly may be called at any time by the LGA Leadership Board subject to ten clear days' notice being given to member authorities stating the agenda.

3.2 A special meeting of the General Assembly, of which twenty-one clear days' notice shall be given, shall also be called by the Chief Executive within seven clear days of receiving a requisition signed by the Chief Executive or other appropriate officer of a member authority on behalf of not less than one-quarter of authorities in full membership of the Association and stating the terms of the motion or motions proposed to be moved at such a meeting.

1. Edited the order of business section to reflect current practice.

2.2 Added 'in writing' to 2.2 for clarity.

- 3.3 At special meetings called under this rule, no business other than that mentioned in the agenda shall be transacted.
- 3.4 A valid requisition under this rule may consist of a single letter or of two or more letters in the same form on which the member authorities signifying the request amount in total to the requisite numbers.

4. Motions and Amendments without Notice

- 4.1 The following motions may be moved without notice:
 - 4.1.1 To appoint a Chair for that Meeting or the remainder of the meeting;
 - 4.1.2 Motions relating to the accuracy of the minutes, closure, adjournment, order of business, or next business;
 - 4.1.3 Adoption of reports or recommendations of LGA Executive, Boards and any subsequent resolutions;
 - 4.1.4 That a matter be referred or referred back to a Board;
 - 4.1.5 That representatives of the media be excluded from the meeting;
 - 4.1.6 That leave be given to withdraw motions;
 - 4.1.7 Amendments to motions; and
 - 4.1.8 Suspending standing orders.

5. Minutes

- 5.1 No motion or discussion shall take place upon the minutes except upon their accuracy and any question of their accuracy shall be raised by motion. If no such question is raised, or if it is raised then as soon as it has been disposed of, the Chair shall sign the minutes.

6. Rescission of Earlier Resolution

- 6.1 No notice to rescind any resolution passed within the preceding twelve months, and no notice or amendment to the same effect as one which has been negated within the preceding twelve months, shall be proposed. This standing order shall not apply to motions moved in pursuance of the report or recommendation of a Board.

7. Rules of Debate

Respect for Chair

- 7.1 A representative, when speaking, must stand and address the Chair. He/she shall direct his speech to the question under discussion. When the Chair rises during a debate any member then standing must immediately stop speaking and sit down. If two or more delegates rise the Chair shall call on one to speak. The Chair shall decide all questions of order and his/her ruling upon all such questions or upon matters arising in debate shall be final and shall not be open to discussion.

Motion or Amendment – Procedure

- 7.2 A motion or amendment shall not be discussed unless it has been proposed and seconded by representatives of authorities in membership of the Association.
- 7.3 Representatives of authorities in corporate membership may propose and second motions or amendments only where these are of direct relevance to their statutory duties and responsibilities. They may not be seconded by a representative from the same authority as the mover of the motion or amendment.

Content of Amendment

- 7.4 An amendment must relate to the motion and either:
- 7.4.1 Leave out words;
 - 7.4.2 Leave out words and insert or add others; or
 - 7.4.3 Insert or add words.
- 7.5 Any such amendment must not have the effect of negating directly the original motion.

When a Member may speak again on a Motion

- 7.6 No representative shall address the meeting more than once on any motion or amendment except:
- 7.6.1 The mover of an original motion shall have the right to reply immediately before the motion, or any amendment to it, is put;
 - 7.6.2 If the seconder of an original motion or amendment formally seconds and sits down without speaking upon it, he/she may reserve the right of addressing the meeting later;
 - 7.6.3 On a point of order or personal explanation.

Length of Speech

- 7.7 No speech shall exceed three minutes except the speech of the proposer on the original motion which shall not exceed five minutes.

Debate on Amendment

- 7.8 Every motion or amendment shall be reduced to writing, signed by the mover and delivered to the Chief Executive when it has been seconded.
- 7.9 After a motion or an amendment has been seconded, it shall not be withdrawn without the leave of the meeting.
- 7.10 A representative may, with the consent of his/her seconder and of the meeting, signified without discussion, alter a motion which has been proposed or of which notice has been given if the alteration is one which could have been moved as an amendment thereto.
- 7.11 A proposer of a motion or of any amendment may, with the concurrence of the seconder and the consent of the meeting, withdraw the motion or amendment which he/she has proposed and it shall not be competent for any representative to speak upon it after the proposer has asked permission for its withdrawal, unless such permission shall have been refused.
- 7.12 If an amendment is rejected, other amendments may be moved on the original motion. If an amendment is carried the motion, as amended, takes the place of the original motion and becomes the motion upon which any further amendments may be moved.
- 7.13 A further amendment shall not be moved until the meeting has disposed of every amendment previously moved. After all amendments have been disposed of, the motion before the meeting shall be put without further debate.

Motions which may be Moved During Debate

- 7.14 A representative who has not already spoken in the debate may at the conclusion of a speech of another representative move without comment: -
 - 7.14.1 "that the question be now put";
 - 7.14.2 "that the debate be now adjourned";
 - 7.14.3 "that the meeting proceed to the next business"; or
 - 7.14.4 "that the meeting do now adjourn".
- 7.15 On the seconding of which the Chair, if in his/her opinion the motion before the meeting has been sufficiently discussed, shall, subject to the mover's right of reply, put the question to the vote and, if it is carried, the motion before the meeting shall be put to the vote or the subject of debate shall be deemed to be disposed of for that day, or the meeting may stand adjourned as the case may be.

Personal Explanation and Points of Order

- 7.16 A representative may rise on a personal explanation or a point of order at any time and is entitled immediately to address the Chair on the matter; but

- 7.16.1 A personal explanation shall be confined to some material part of an earlier speech by the representative and on which a misunderstanding has occurred;
- 7.16.2 The representative who raises a point of order must specify immediately a Standing Order and say how it has been broken or infringed;
- 7.16.3 In either case the representative's speech must be confined to the personal explanation or point of order;
- 7.16.4 The ruling of the Chair on a personal explanation or point of order is not open to discussion.

8. Voting

- 8.1 Questions shall wherever possible be determined by a show of hands.
- 8.2 A ballot may be held if:
 - 8.2.1 At any time the Chair considers it desirable; or
 - 8.2.2 Immediately after he/she has declared the result of voting, representatives from not less than one-third of voting councilors appointed by authorities in full membership of the Association rising in their places demand a ballot.
- 8.3 If a ballot is requested in line with Article 8.2 above, then the Chief Executive of the Association will arrange for voting cards to be distributed to and collected from the representatives present or an electronic vote to take place.
- 8.4 The actual votes cast, weighted in line with Article 7 of the Constitution, will be determined retrospectively and the LGA will notify the Chief Executive of all member authorities of the result of the ballot within 3 working days of the meeting of the General Assembly.
- 8.5 Any voting card not completed in full and signed by the democratically elected local representative will be considered a spoiled vote and will not be counted.

9. Notices

- 9.1 All notices and communications required by these standing orders to be sent or delivered may be electronic or sent by post, and any such notices or communications shall be deemed to be received on the day on which in the ordinary course of first class post they would be received.

10. Suspension of Standing Orders

- 10.1 Any of the preceding standing orders may be suspended at any meeting, in respect of any business on the agenda for such meeting, provided that two-thirds of councilors appointed by authorities in full membership of the Association who are present and voting so decide.

8.2.2 Edited for consistency so that it mirrors the arrangements for quorum set out in Article 7.7.

9.1 Added that notices and communications can be sent electronically as well as by post.

10.1 Edited to mirror Article 23 of the Constitution.

Part B: Meetings of the Leadership Board, Executive and Boards of the Association

11. Attendance at meetings

- 11.1 Formal meetings of the LGA are open to representatives of any member authority to attend. With the permission of the Chair, representatives of any member authority not part of the formal membership, may participate in the meeting in a non-voting capacity.
- 11.2 Meetings are not open to the wider public, however representatives from partner organisations or the media may attend in an observatory capacity with the permission of the Chair.
- 11.3 Observers may attend any of the meetings covered in part 2 of the Standing Orders (with the exception of Leadership Board) but shall not take part in discussions without the consent of the Chair and other lead members of that body. Observers shall not vote. Observers may be requested to leave the meeting if a confidential item is to be discussed.
- 11.4 At every meeting, each representative of a member authority shall enter his/her name on an attendance record provided by the Chief Executive from which attendance of such member authorities will be recorded.

11.1 Added 'Formal' to the first sentence for clarification.

11.2 Added to clarify the distinction between LGA members and external observers.

11.3 Added '(with the exception of Leadership Board)' for clarity and to reflect current practice.

11.4 Moved from paragraph 11.2

12. Order of Business for Leadership Board, Executive and Boards

- 12.1 The order of business at all governance structures meetings shall be:
 - 12.1.1 Declarations of Interest
 - 12.1.2 To approve as a correct record the minutes of the last meeting.
 - 12.1.3 Chair's announcements.
 - 12.1.4 To dispose of business (if any) remaining from the last meeting.
 - 12.1.5 To receive and consider reports/minutes of task groups.
 - 12.1.6 To transact other business in the order stated on the agenda paper.
 - 12.1.7 The Chair may at his/her discretion alter the order in which business is taken.

12.1 Replaced 'each Executive of Board' with 'all governance structures'.

Deleted 'To appoint a Chair for the meeting in the absence of the Chair and Vice Chair of the body' as political groups appoint to these roles as part of the appointments process.

Added 'Declarations of Interest as the LGA acts in the spirit of the legislation governing local authorities.'

13. Minutes

- 13.1 No motion or discussion shall take place upon the minutes except upon their accuracy and any question of their accuracy shall be raised by motion. If no such question is raised, or if it is raised then as soon as it has been disposed of, the minutes shall be agreed as a true and accurate record.

13.1 Removed "the chair shall sign the minutes" to reflect current practice and added "the minutes shall be agreed as a true and accurate record."

14. Rescission of Earlier Resolution

14.1 No notice to rescind any resolution passed within the preceding twelve months, and no notice or amendment to the same effect as one which has been negated within the preceding twelve months, shall be proposed. This standing order shall not apply to motions moved in pursuance of the report or recommendations of task groups.

15. Voting

15.1 Questions shall wherever possible be determined by a show of hands.

15.2 A ballot may be held if:

15.2.1 at any time the Chair considers it desirable, or

15.2.2 immediately after he/she has declared the result of voting, representatives from not less than one-third of the voting members present at the meeting rising in their places demand a ballot.

15.3 If a ballot is requested in line with Article 8.2 above, then the names of the authorities represented and the votes of their representatives shall be taken by the Chief Executive and recorded in the minutes.

15.2.2 Deleted "authorities represented" and replaced with "voting members present" for consistency and practicality.

16. Suspension of Standing Orders

16.1 Any of the preceding standing orders may be suspended at any meeting, in respect of any business on the agenda for such meeting, provided that the majority of the representatives who are present and voting so decide.

Part 3 - LGA Political Conventions

1. Background

- 1.1 The LGA operates on a cross-party consensual basis as the legitimate voice of local authorities – independent of central government or opposition parties.
- 1.2 The LGA supports diversity; there is more than one correct response to society's problems and member authorities must have the right to respond to their communities in different ways. Differences must be respected and minority views must be able to be heard within the LGA. It follows that members of the LGA will not criticise publicly other member authorities of the LGA.
- 1.3 The LGA will seek to find solutions to problems of conflict by discussion; it will endeavour to avoid adversarial styles of political debate which assume that opposition views are incorrect because of their source; it will seek mechanisms designed to find new solutions rather than reiterating conventional wisdom.

2. Political Administration of the LGA

Political Structures/Cross Party Working

- 2.1 In the event of no group having an overall majority within the Association (that is over 50 per cent of the total weighted electorate), the principle of each political group playing a part in the Association will be respected. In line with Article 4.3 of the Constitution, immediately after principal elections each year, the revised political balance of the LGA will be calculated and shared with the political groups. Once the political balance is confirmed, the Group Leaders will enter into negotiations over the allocation of chairs, vice and deputy chairs on all the LGA's political structures.
- 2.2 Similar principles govern Boards and the Fire Services Management Committee.
 - 2.2.1 Where there is no overall majority and the positions of Chairs and Vice Chairs are shared, the business of the LGA will continue to be conducted by consensus or majority opinion. In these circumstances, groups not holding the position of Chair or Vice Chair will be entitled to a Deputy Chair. Chairs and Vice Chairs must reflect the views of the LGA as a whole, regardless of the political group from which they are drawn. Political group offices may be used to issue statements on behalf of the group concerned, so long as their status is clear and the titles of LGA officeholders are not used.
 - 2.2.2 Where there is an overall majority, that group holds Chairs and Vice Chairs, with Deputy Chairs appointed by all eligible groups. Groups are entitled to a Deputy Chair if their share of the weighted electorate exceeds 5%.

Arrangements for chairs and other office holders following elections

- 2.3 In the period immediately after elections and before the first meeting of newly constituted Boards, it is normal for Chairs and other office holders to remain in place, provided they remain as democratically elected local representatives. Temporary nominations can be made if incumbents lose their seats or resign. If the elections result in a change in the largest party, however, it will be important for the existing Chair to act in concert with other party spokespeople until the new arrangements are in place.

2.3 Added 'or resign'.

Task and Finish Groups

- 2.4 Task groups may be appointed by the Leadership Board, Executive or a Board. Task groups are expected to provide member oversight of specific business plan priorities, and should include members with relevant experience or expertise. They should be small enough (normally no more than 8 members) to enable effective working. Individual task groups need not achieve precise political balance, although the overall principles of proportionality should be reflected across all task groups.
- 2.5 Task groups should normally include a Board member, but that person need not chair the group. Chairs of task groups may be appointed from any political group. Proportionality will be observed in the appointment of Task Group chairs, but not so strictly as to inhibit the appointment of the chair most appropriate to the role and purpose of any particular task group. Substitutes will not be allowed.
- 2.6 Task groups will generally have delegated authority to oversee a project, within a remit approved by the sponsoring Board. Normally, there should be no need for the task group to seek further approval from a sponsoring Board unless they propose a significant departure from the original objectives or design of the project. Task Groups should have a defined start and end to their activities.

2.4 'Leadership Board' added for clarification.

2.6 Added the final sentence of for clarification.

Fire Commission

- 2.7 The Fire Commission is open to membership by all Combined Fire & Rescue Authorities and by principal authorities with a fire & rescue service and Police and Crime Commissions or Elected Mayors in membership with responsibility for fire services. Representation and voting at meetings is on the basis of the size of electorate and is set out in **Annex 2** to the Constitution.
- 2.8 The Fire Commission has a Management Committee which reports to the Safer and Stronger Communities Board but which may act on behalf of the Commission. The General Assembly has the overriding power to vary or modify the structure, and to determine delegated powers and rules for transaction of their business.

2.7 Added 'and PCCs or Elected Mayors in membership with responsibility for fire services' to reflect structural changes.

2.8 Removed 'terms of reference' for clarification.

Agenda

- 2.9 Chairs, Vice-Chairs and Deputy Chairs of all governance structures will have the right to call for relevant items to be placed on an agenda.

2.9 Edited to read 'all governance structures' for consistency.

Administrative Arrangements

- 2.10 Chairs, Vice Chairs and Deputy Chairs (also known as Lead Members) will be consulted on administrative arrangements for business and meetings of all governance structures, including dates and times of meetings and appointment of advisers.
- 2.11 Job descriptions set out the respective accountabilities all Member roles on the LGA's governance structure. These accountabilities are linked to Special Responsibility Allowances, are refreshed annually, and reviewed alongside the Members' Allowances Scheme.

2.10 Added 'also known as lead members' to clarify terminology and inserted 'all governance structures' for consistency and to reflect the accountabilities of lead member roles.

2.11 Added to reflect the accountabilities of lead member roles.

Substitutes

- 2.12 The Constitution allows for the attendance of substitutes at all governance structures except the Leadership Board and Task Groups. Specific provisions for the Leadership Board are set out at in Article 11.4. Substitutes must be from the same political party.

2.12 Added 'all governance structures except the Leadership Board and Task Groups. Specific provisions for the Leadership Board are...' for completion.

- 2.13 In relation to the Executive, substitutes for chairs of Boards from the same political party will be permitted, but in addition, in the absence of the chair of a Board, the Vice Chair of that Board will be able to attend to speak, but not vote, on items within that Board's remit.

Chair's casting vote

- 2.14 The Constitution provides for the Chair to have a casting vote. The casting vote will not be used to change or establish LGA policy.

Special Interest Groups

- 2.15 Special Interest Groups are open to membership by all authorities in membership of the LGA sharing a particular interest. The LGA's rules of political and authority proportionality cannot apply. Special Interest Groups will develop rules of procedure. Groupings of classes of authority will be regarded formally as Special Interest Groups.
- 2.16 Special Interest Groups are able to speak for their interests as part of the LGA provided that their policies or statements do not conflict with or undermine LGA policy as a whole, or damage the interests of other member authorities. Finance is an area of particular difficulty.

Conflicting Interests of Member Council

- 2.17 Local authority interests in the national financial settlements for local government may differ and create conflict between individual or groups of authorities. The LGA will wish to seek to ensure that such differences do not damage the case for the overall quantum of resources but will recognise the right of authorities, individually or in groups, to make their own case and to have technical support to do so, even where this may be in conflict with the interests of other authorities. Authorities are expected to respect each other's positions and to bear in mind the need to express arguments about the merits of their own case, rather than the perceived weaknesses of others.

Emergency Situations

- 2.18 In situations which threaten the organisation, the reputation of local government or the well-being of communities that the LGA represents, the LGA's Chairman and Group Leaders will constitute an Emergency Group to lead the Association's response. The Group may supplement its membership as it considers appropriate to the circumstances of the emergency.

3 Support for Political groups

Budget allocation

- 3.1 The Constitution allows for Political groups recognised by the Association, whose total share of the weighted electorate is five per cent or more, to receive reasonable support from the Association to enable them to play their part in influencing parties on behalf of member authorities.
- 3.2 The Association will allocate the following funding:-
- 3.2.1 The cost of salaries for Group Office staff in line with a maximum establishment agreed with the LGA Leadership Board; and

Added the 'Conflicting Interests of Member Councils' heading for clarification.

3.2.2 A purchasing budget, divided on the basis of the proportions of weighted electorate used to establish the political balance of the LGA. Political groups may use their purchasing budget to secure additional staff, specially commissioned research or support services.

3.3 The allocations between the Groups will be reviewed and adjusted annually to reflect changes in proportionality and financial pressures within the Association.

Group Office staff

3.4 Staff appointed to support the political groups will be employees of the Association and will be entitled to have normal access to the data and documents produced by the Association. Staff will be managed by the Chief Executive of the Association or his/her nominee.

Support services

3.5 The establishment for each Group Office includes a political assistant, who is responsible for providing administrative support to the Group Office.

3.5 Added the revised job title of political assistant rather than political support assistant.

3.6 The costs of political group meetings will be charged to the Group's budget. Groups may choose to pay expenses or special responsibility allowances to Group Office Holders.

3.7 Subject to availability, meeting and conference rooms in the LGA's headquarters may be used free of charge for LGA activities. Refreshments will be charged to the Group budget.

3.7 and 3.8 changed 'Local Government House' to 'the LGA's headquarters'.

3.8 During pre-election periods when the Association does not engage in political controversy, facilities at the LGA's headquarters may not be booked by LGA political groups without the approval of the Chief Executive or his/her nominee. Group Offices may not organise meetings involving other party members without consultation with all Group Leaders of the Association.

3.8 Changed 'party groups' to 'LGA political groups' and 'Party groups' to 'Group Offices' for clarification.

4 Impartiality of Staff

4.1 As in local authorities, the staff of the Association, with the exception of Group Office staff, will be politically impartial and will give all groups, their officers and spokespersons, equivalent advice, assistance and support, as resources allow. All staff will strive to ensure that the rules and conventions governing the Association's work are implemented fully and fairly.

4.2 All staff outside the Group Offices must seek the approval of the Chief Executive if they wish to stand for, or hold, elected office.

4.3 Political groups may, with the agreement of the Chief Executive, invite officers of the Association to attend Group meetings to provide information, advice or confidential briefings on particular matters. Political groups may, with the approval of the other Group Leaders, commission research from an officer of the Association.

5 Representation on Outside Bodies and Delegations

Outside Bodies

- 5.1 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 should aim as far as possible to achieve political proportionality across all the appointments it makes to outside bodies. Appointments to individual outside bodies should reflect political balance where possible, subject to the constraints set by the number of appointments to individual bodies. Outside Body appointments are reported to the LGA Leadership Board.

5.1 Inserted the last sentence to reflect current practice.

Delegations

- 5.2 The purpose of delegations from the LGA is to have the maximum effect in representing the interests of local government to other bodies. It will be important to balance the interests of effectiveness (which will often imply small, tightly focused delegations) and representativeness which implies larger numbers.
- 5.3 The Chair of the Association or of the relevant Board, in consultation with officers, will agree the most appropriate structure, and representation for the meeting. Where small delegations are preferred, the Association will not necessarily be represented by the Chair and/or office holders of the body concerned, and political balance will not be an overriding factor in deciding representation.
- 5.4 Members nominated to represent the Association will recognise their responsibility to represent the views of the LGA as a whole.
- 5.5 It is expected that Members sitting on Outside Bodies provide regular feedback to their nominating Board.
- 5.6 Where larger numbers are appropriate, every effort will be made to have politically balanced delegations. The relevant Board will be informed of the meeting and advised of the composition of the delegation, and will receive copies of briefings and feedback from the meeting.
- 5.7 It is recognised that there will be private, informal or party political meetings where it is inappropriate to have politically balanced delegations, and they may be briefed or attended by non-political staff for technical support.

Wales

- 5.8 In recognition of its constitutional position, Wales will be represented so far as possible on all outside bodies and delegations which are set up to address those matters of concern to England and Wales as a whole.

6 Public Statements on behalf of the Association

- 6.1 Public statements made in the name of the LGA, by any member speaking on behalf of the LGA, or as a representative of the LGA, will represent the views of the LGA as a whole and not those of any one political group. The following procedures for

6.1 Edited to clarify that any member speaking on behalf of the LGA or as a representative represents the views of the LGA as a whole – previously just referred to Chair or Vice-Chair of an LGA Board.

media and public statements will apply subject to special arrangements during an election period set out in paragraph 6.8.

Planned LGA publications or similar initiatives

6.2 The following process should be adopted:-

- 6.2.1 Consult with Group Leaders on the approach to be adopted in the statement;
- 6.2.2 Group Leaders to agree in whose name a statement should be made or agree that a statement be issued with no personal attributions;
- 6.2.3 Group Leaders to agree **either** a suitably experienced democratically elected local representative to speak on behalf of the Association on the broadcast media **or** a slate of suitably experienced democratically elected local representatives with details of their availability.

6.3 In the absence of agreement by the Groups, or of a suitably experienced democratically elected local representative, an appropriate senior officer can speak on behalf of the Association. A briefing note will be prepared setting out the LGA's policy position as the basis of any statements and comments made on behalf of the LGA.

Government announcements and decisions of which the Association has advance notice

6.4 As for planned LGA statements, with additional emphasis on the need for flexibility and pace to meet externally set timescales.

Announcements and developments of which the Association has no advance notice

6.5 Precise handling will inevitably vary from case to case depending on the circumstances, but the key principles are that:

- 6.5.1 As far as possible statements should reflect a cross-party view within the Association;
- 6.5.2 Where such a view can be established the Chair or Vice Chair may issue a statement. If this is not possible:
- 6.5.3 Written statements should be issued in the name of the Association without any personal attribution;
- 6.5.4 An appropriate senior officer will be made available for broadcast interviews.

6.6 Where the LGA has an established policy position this will form the basis of any public statement. Where this is not the case, discussions will be held with the appropriate lead members to establish the basis of the Association's reaction to any statements.

6.7 On occasions it may be appropriate for Groups to issue their own public statements. The status of such news releases/statements will be made clear.

6.8 To preserve political impartiality, no public statement will be made by the Association, or staff of the Association, without the agreement of the Chair of the Association and all group leaders:

- 6.8.1 during the period between publication of notice of poll and the holding of local authority elections;

6.8.1 Moved from 6.8.3.

6.8.1 Deleted "during the 4 week preceding" and added "publication of notice of poll and the holding of" to reflect local authority purdah period.

- 6.8.2 during the period between the announcement of a dissolution of Parliament and the holding of a General Election;
- 6.8.3 during the period of a campaign for elections to the European Parliament; and
- 6.8.4 during the period of a campaign for a national referendum and the referendum vote.

6.8.3 Changed 'for' to 'during' for clarification.

6.8.4 Added to cover national referendums.

7. Conferences

Chairing Sessions

- 7.1 Where possible the Chair, or other lead member of the appropriate Board should have the opportunity to introduce and/or chair conferences and events run by the LGA to present the Association's policy line.
- 7.2 Where the nature or timing of the event precludes this, chairing arrangements should be discussed and agreed with the Group Offices.

Democratically elected local representatives as speakers

- 7.3 The Association must ensure that as far as possible its conferences as a whole, reflects its political structure and balance. Although it is not possible to achieve a precise political balance in any one conference, the following factors will be considered when involving democratically elected local representatives as speakers or as chairs:
 - 7.3.1 If a democratically elected local representative is speaking, is he/she presenting the formal position of the Association (for example as chair of a Board), **or** of his/her authority, **or** a political view? If the latter, the conference must include speakers from the other groups.
 - 7.3.2 If there are a number of sessions, the chairs and/or speakers will as far possible be distributed between the main Groups according to political proportionality.
 - 7.3.3 When identifying authorities to illustrate good practice, efforts will be made to ensure that as far as possible all parties are represented.

Ministers and other politicians

- 7.4 Ministers speak at many LGA events. This is important as it reinforces the LGA's status as the national voice for local government and helps maximise delegate numbers.
- 7.5 Where Ministers speak at one-day events, it will not always be practical or appropriate to include speakers from the other political parties. However the following factors will be taken into account:-
 - 7.5.1 If the focus of the event is largely on the implementation of, or practical implications for local authorities on, new legislation or new Government procedures or guidance, it will not normally be necessary or appropriate to involve speakers from the other political parties;
 - 7.5.2 If the focus of the event is to debate a new or developing aspect of Government policy, then the programme should normally involve speakers from the other political parties;

7.5.3 The programme for major two or three day events should always be politically balanced.

7.6 The lead members of the sponsoring Board and/or the political offices will be consulted on the selection of political speakers.

June 2017

Commented [PG1]: Amended June 2017



LGA Executive

15 June 2017

2017 Annual Report of the Audit Committee

Purpose of report

For decision

Summary

The Audit Committee met on 14 June 2017. This annual report provides an overview of areas reviewed and work undertaken by the Committee in 2016/17, in accordance with the Committee's terms of reference.

Recommendation

That the LGA Executive endorse and commend to the General Assembly the 2017 Annual Report of the Audit Committee.

Actions

The annual report to be presented the General Assembly on 4 July 2017.

Contact officer: Claire Holloway / Donna Gallagher
Position: Head of Corporate Services / Performance Officer
Phone no: 020 7664 3156 / 020 7664 3111
E-mail: Claire.Holloway@local.gov.uk / Donna.Gallagher@local.gov.uk

2017 Annual Report of the Audit Committee

Introduction

1. The responsibilities of the LGA's Audit Committee are to:
 - 1.1. review the financial statements prepared for the LGA and its associated companies
 - 1.2. monitor the processes for managing risks, internal controls and corporate governance arrangements
 - 1.3. oversee the appointments of the external and internal auditors and commission and review their work
 - 1.4. consider issues of probity and conduct
 - 1.5. seek expert advice where necessary to provide independent internal or external assurance on key issues
2. The main focus of the Audit Committee's work in 2016/17 has been to review the audited accounts of the LGA and its associated companies and to agree and review the findings and recommendations of the internal audit programme for the year.

Financial statements and external audit

3. Following a tendering exercise in the autumn of 2015, which included input from the Audit Committee, PKF Littlejohn were re-appointed as the external auditors for the LGA, IDeA, LGA (Properties) Ltd and LGMB.
4. In June 2017 the Audit Committee reviewed the LGA's consolidated audited accounts for 2016/17 and the audited accounts for the three associated companies, prior to these being adopted by the Leadership Board and the relevant company boards.
5. The LGA's consolidated financial statements disclose the position of the LGA as a standalone entity, and include the LGA's Income and Expenditure account and Balance Sheet.
6. The consolidated accounts show the LGA and its related bodies made an operating surplus of £1.346m, the main causes of the trading surplus are:

Savings - £1.75m

- 6.1. Reduced spend on the IT contract - £0.9m.
- 6.2. Additional contributions to overheads from 50% higher than budgeted ring-fenced activities - £0.8m.
- 6.3. Partially offset by a decrease in the budgeted LGA's share of the surplus from GeoPlace LLP £0.050m.

Accounting Adjustments – £1.557m

- 6.4. Additional net unrealised gains on revaluation of Layden House and Local Government House - £0.547m
- 6.5. Current year cost adjustment of £1.010m required to account for the pension scheme deficit in accordance with accounting standards. Note this is offset by a £29.230m credit to the Pension Deficit Reserve arising from a negative actuarial loss from our pension funds this year.
7. Gains and losses that relate to changes in the actuarial assumptions used to calculate pension scheme liabilities, as well as the excess contributions made to reduce historic deficits are now all included within the overall Statement of Comprehensive Income for the year of net £28.221m.
8. It is standard practice for issues identified in the course of the external audit to be raised by the auditors with management and for these to be reported to the board members as “Performance Improvement Observations” in what is commonly known as the “Management Letter”. The Audit Committee received this report from the auditors at its meeting on 14 June 2017, and will monitor progress with the recommendations arising from the 2016/17 external audit.

Internal audit

9. TIAA are the LGA’s appointed internal auditors following a tender exercise in 2015.
10. The Audit Committee is responsible for agreeing the annual internal audit strategy and programme at the start of each financial year, taking account of the key risks identified in the LGA’s Strategic Risk Register.
11. The Audit Committee agreed the internal audit strategy and audit programme for 2016/17 at its meeting in June 2016. The audit programme was split into two blocks of work and included a follow-up of actions taken by the LGA in response to the recommendations of previous audits. TIAA have completed the programme and full reports were presented to the Audit Committee in November 2016 and June 2017. TIAA’s Annual Report was presented to the Committee meeting in June 2017.
12. In his annual opinion for the year 2016/17, TIAA’s Head Of Internal Audit states “I am satisfied that sufficient internal audit work has been undertaken to allow me to draw a reasonable conclusion as to the adequacy and effectiveness of Local Government Association’s risk management, control and governance processes. In my opinion, Local Government Association has adequate and effective management, control and governance processes to manage the achievement of its objectives”.
13. The 2016/17 audit opinions are summarised below:

Internal audit assignment	Internal audit opinion
Key Financial Controls	Substantial Assurance
Building Works Project Assurance	Substantial Assurance
Conference & Events and Venue Management	Limited Assurance
Company Structure and Organisation	Reasonable Assurance
Debt Collection	Substantial Assurance
Procurement	Limited Assurance

14. The audit of Conference & Events and Venue Management reviewed how the LGA operates as a provider of conference and events facilities. The audit gave a ‘limited’ reassurance around the processes and controls currently in place. However, the audit was carried out in the context of the temporary relocation of the LGA to Layden House and the majority of the recommendations will be addressed when the Association relocates to the refurbished conference centre at Local Government House.
15. The Company Structure and Organisation audit reviewed the specialist work commissioned and the recommendations developed in relation to the review of Company Structures. TIAA recommended that the risks relating to this area of work are better integrated into the LGA’s Strategic Risk register and this is being actioned.
16. The audit of Procurement resulted in a ‘limited’ assurance rating. The auditor’s recommendations focus on management support and communications to ensure that colleagues adhere to the LGA Procurement Policy and that the information supplied is correct. Priority has been given to addressing the weaknesses addressed in this area and to ensuring that all staff are fully aware of the procurement policy and procedures.

Risk management and internal control

17. The LGA’s approach to risk management is set out in its Risk Management Policy. The policy strengthens risk management arrangements in relation to a number of significant new projects.
18. The Strategic Risk Register is reviewed quarterly by the Strategic Management Team (SMT) and Corporate Leadership Team (CLT) to ensure LGA’s strategic and operational risks are identified and the associated scoring reflects the LGA’s current situation. The Audit Committee has reviewed the Strategic Risk Register during the course of the year, in particular focusing on ensuring that key risks facing the organisation are being effectively managed.
19. The Audit Committee receives an annual report on instances of fraud occurring in the year. There were no proven instances of fraud or corruption in 2016/17.

Note of last LGA Executive meeting

Title:	LGA Executive
Date:	Thursday 2 March 2017
Venue:	5th Floor Conference Suite, 5th Floor (South side), Layden House, 76-86 Turnmill Street,. London, EC1M 5LG

Attendance

An attendance list is attached as **Appendix A** to this note

Item	Decisions and actions	Action
1	Apologies for Absence	
	The LGA Executive noted the apologies listed at <u>Appendix A</u> .	
2	Declarations of Interest	
	Cllr Izzi Seccombe declared an interest in the Housing White Paper item as the Chair of a DCLG Housing Panel (CHECK) .	
3	Housing White Paper	
	<p>Cllr Keith House, Deputy Chair of the Environment, Economy, Housing and Transport Board, introduced the report and explained that it requested a steer from the Executive on next steps following publication of the Government's Housing White Paper, 'Fixing our broken housing market' in February 2017. He explained that the White Paper included positive measures for local authorities which would help to accelerate housing supply, but there were concerns on Right to Buy and the necessary leverage required by councils to stimulate companies to build.</p> <p>There followed a detailed discussion in which Members raised the following points:</p> <ul style="list-style-type: none">• Whilst Members welcomed certain elements of the Paper, and commended the impact of LGA lobbying on its contents; there were still significant areas of concern and questions raised about the impact of the proposals on house building.• Concern was raised that there was no mention of the New Homes Bonus in the White Paper or in the LGA's response, and it was suggested that the LGA continue to lobby the Government on this as it represented a reward for growth.	

- The Board identified a number of concerns and issues for specific focus in the LGA's lobbying. These included: the availability of affordable housing; risks around housing needs assessments; democratic accountability within a streamlined planning process; the requirement of skills to match the demand for house building; greater flexibilities for Housing Revenue Account; opposition to nationally imposed rent levels; a fast tracked approach for establishing local development corporations for delivering housing growth but opposition to extending right to buy to housing delivered through such vehicles; concern about the implications of a 5 year frequency for reviewing local plans; ability to retain 100 per cent of Right to Buy receipts; that the duty to prevent homelessness be expanded to partners; greater incentivisation for authorities to build; greater emphasis on the bespoke housing requirements of the older population, including supported and extra care housing; and tensions within the paper between high density developments and protecting green belt, as well as localist aspirations with centralised proposals.
- The Executive recognised that the Government was investing into housing, but that the LGA was an important voice in making sure that the investment was going where it would be best used. Local Government needed more powers to protect affordable housing, and the only method to build in high volume as required was through legislation and State support. The EEHT Board would keep a watching brief on the White Paper, and any further measures to be announced in the forthcoming Chancellor's Budget.

Decision

The LGA Executive discussed the Housing White Paper and **agreed** that their comments inform the LGA lobbying activity and formal response to the White Paper.

4 The Casey Review: A Review into Opportunity and Integration

The Chairman introduced Dame Louise Case DBE CB who addressed the Executive on her review into opportunity and integration which had been published in December 2016.

Dame Louise highlighted a number of areas of her review which had particular relevance and importance to local government, in particular around population make up, immigration and integration, and socio-economic exclusion. She highlighted particular examples from various parts of the country where there had been difficulties in integration and community cohesion, and how these had been addressed by local government and partner organisations. She then invited Members' questions.

In the discussion which followed Members and Dame Louise raised the following points:

- Some areas had seen a disproportionate increase in some population groups at the same time as a reduction in public spending which had impacted on integration and community cohesion. There should be more funding for classes in English language classes, integration, and women's empowerment. Dame Louise took the view that additional funding alone would not solve the problem, and the Government would publish an integration strategy to consider all options.
- In response to a question on school admission policies, Dame Louise highlighted that education policy and local government policy should not be formed separately by the Department for Education and the Department for Communities and Local Government as they should be considered together. The LGA had been robust in lobbying the government on the children's agenda, and there was a debate to be had on school standards. It was Dame Louise's view that the local authority should run services in local communities, and it was hoped that the report could aid lobbying on this issue.
- The report had no specific recommendations on how local authorities could take more of a leadership role to improve integration and community cohesion, but the work the LGA was doing through sector-led improvement would be vital in improving services. Although 'British values' was a nebulous concept, there should be a focus on law and justice with no exceptions, particularly for community leaders and councillors where things had gone wrong.
- The Executive agreed that there was a gap in the LGA's sector-led improvement offer around integration, community cohesion and leadership, and it was suggested that a small group of Members look at the issue and make recommendations. The LGA should make an offer to the Government to lead on these areas of work, and there was a good opportunity if councils were given appropriate and sustainable resources and power, in conjunction with partners such as Police and Crime Commissioners. It was suggested that the Chair of the Safer and Stronger Communities Board and a small group of other Members consider the issues and report back to the Executive in due course.

Decisions

The LGA Executive:

- a) Noted the publication of the Casey Review and the report by the APPG on Social Integration; and
- b) Agreed that the Chair of the Safer and Stronger Communities Board and a working group of Members consider the issues for local government arising from the Review and look to make recommendations to improve the LGA's sector-led improvement offer on leadership on integration and community cohesion.

Action

LGA officers to facilitate consideration of the issue and bring recommendations back to the Executive in due course.

5 LGA Budget 2017-18

Paul Brack, Strategic Finance Manager, introduced the draft LGA budget for 2017-18 and highlighted that it had been agreed by the Leadership Board the previous day. Members noted that the Direct Government Grant referenced in the report was currently an assumption, and Members agreed that the budget for 2017-18 should only be published when this figure was confirmed.

Decisions

The LGA Executive:

- i. Agreed that the budget for 2017-18 would only be published once the Department for Communities and Local Government and Department of Health funding for the year was confirmed, with the 3 Financial Plan remaining an internal confidential document;
- ii. Agreed the LGA's budget for 2017-18; and
- iii. Delegated approval to make necessary budgetary adjustments to reflect the final grant notification from DCLG to the LGA Chairman and Group Leaders, in consultation with the Deputy Chief Executive.

Action

The budget for 2017-18 to be adjusted and published in line with the decisions of the Executive above.

6 Note of the last Leadership Board meeting - Tabled

Decision

The LGA Executive **noted** the minutes of the Leadership Board held on 1 March 2017.

7 Note of last LGA Executive meeting

Decision

The LGA Executive **agreed** the minutes of the meeting held on 19 January 2017.

Appendix A -Attendance

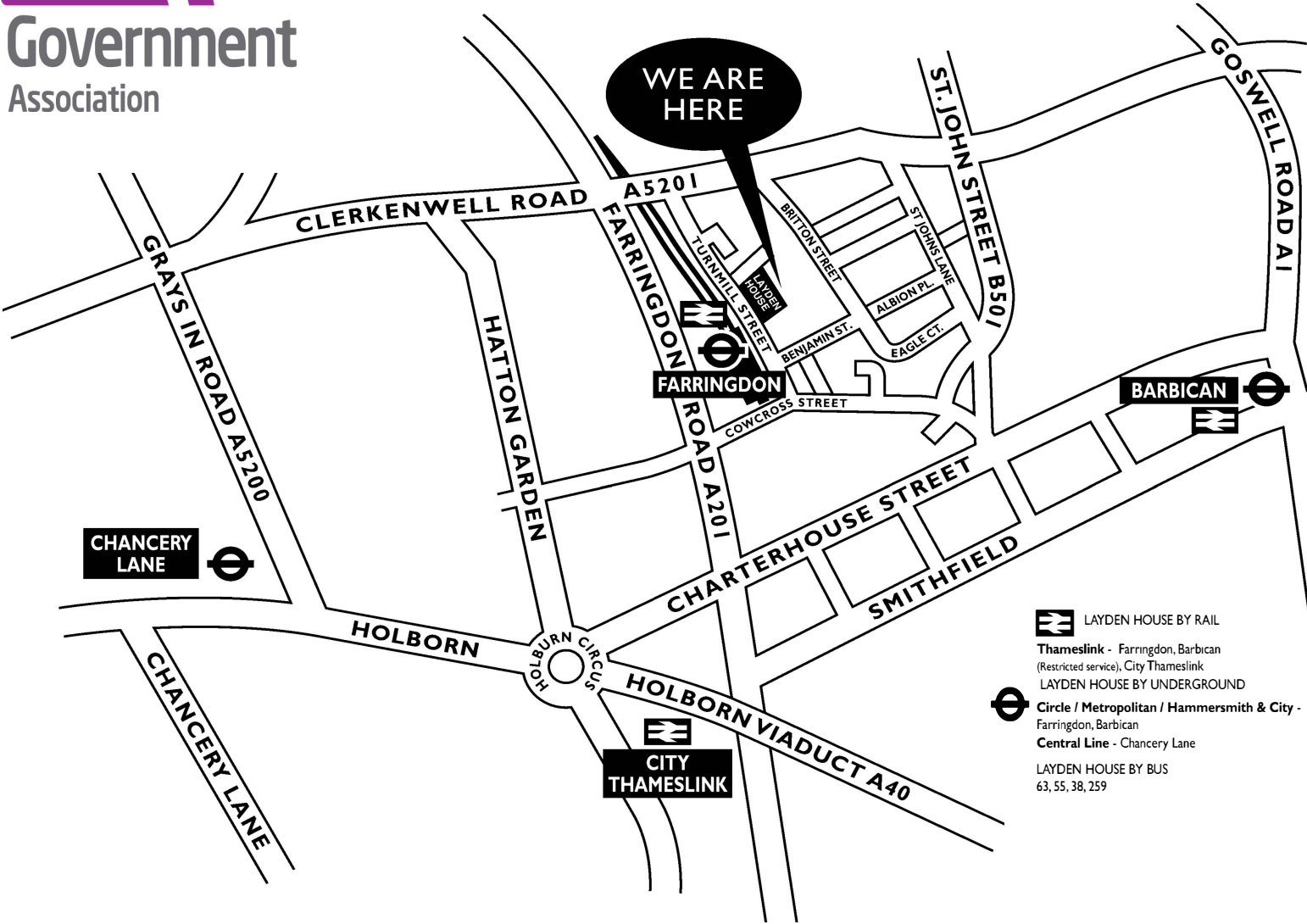
Position/Role	Councillor	Authority
Lord Gary Porter CBE (Chairman)		South Holland District Council
Cllr David Hodge CBE (Vice Chairman)		Surrey County Council
Cllr Marianne Overton MBE (Vice-Chair)		Lincolnshire County Council

Cllr Gerald Vernon-Jackson CBE (Vice-Chair)	Portsmouth City Council
Cllr David Simmonds CBE	Hillingdon London Borough Council
Cllr Peter Fleming OBE	Sevenoaks District Council
Cllr Mark Hawthorne MBE	Gloucestershire County Council
Cllr Izzi Seccombe	Warwickshire County Council and Community Wellbeing Board
Cllr William Nunn	Breckland Council
Cllr Sharon Taylor OBE	Stevenage Borough Council
Mayor Sir Steve Bullock	Lewisham London Borough Council
Cllr Sue Murphy CBE	Manchester City Council
Sir Richard Leese CBE	Manchester City Council and City Regions Board
Cllr Simon Blackburn	Blackpool Council
Cllr Richard Watts	Islington Council
Cllr Peter Reeve MBE	Cambridgeshire County Council
Cllr Ian Stephens	Isle of Wight Council
Cllr Bob Dutton OBE	Wrexham County Borough Council
Mayor Dorothy Thornhill MBE	Watford Borough Council
Cllr Chris White	Hertfordshire County Council
Cllr Tom Fitzpatrick	East of England Local Government Association (EELGA)
Cllr Nicolas Heslop	South East England Councils (SEEC)
Cllr John Hart	South West Councils
Cllr Nicholas Rushton	East Midlands Councils
Cllr Roger Lawrence	West Midlands LGA
Sir Stephen Houghton CBE	SIGOMA
Cllr Neil Clarke MBE	District Councils Network
Cllr Keith House	Eastleigh Borough Council
Cllr James Dawson	Erewash Borough Council
Cllr Kate Haigh	Gloucester City Council
Apologies:	Westminster City Council
Baroness Couttie of Downe Philippa Couttie	Trafford Metropolitan Borough Council
Cllr Sean Anstee	Buckinghamshire County Council
Cllr Martin Tett	Newcastle upon Tyne City Council
Cllr Nick Forbes	Derbyshire County Council
Cllr Anne Western CBE	Wakefield Metropolitan District Council
Cllr Peter Box CBE	Haringey LB and Resources Board
Cllr Claire Kober OBE	Local Government Yorkshire and Humber (LGYH)
Cllr Stephen Parnaby OBE	Association of North East Councils
Cllr Paul Watson	North West Regional Leaders Board
Cllr Barrie Grunewald	Welsh Local Government Assoc. (WLGA)
Cllr Aaron Shotton	County Councils Network (CCN)
Cllr Paul Carter CBE	Local Partnerships
Alderman Sir David Wootton	

Document is Restricted

Document is Restricted

Document is Restricted



-  LAYDEN HOUSE BY RAIL
- Thameslink** - Farringdon, Barbican (Restricted service), City Thameslink
- LAYDEN HOUSE BY UNDERGROUND**
-  **Circle / Metropolitan / Hammersmith & City** - Farringdon, Barbican
- Central Line** - Chancery Lane
- LAYDEN HOUSE BY BUS**
63, 55, 38, 259

Layden House

76-86 Turnmill Street,
 London
 EC1M 5LG

Tel: 020 7664 3000 Fax: 020 7664 3030

**The Local Government Association will be based at Layden House whilst refurbishment takes place at their offices in Smith Square.*

Public Transport

Layden House is served well by public transport. The nearest mainline station is **Farringdon** (Circle, Hammersmith & City and Metropolitan Lines. It also has Overground lines)

Bus routes - Farringdon Station

- 63 - Kings Cross - Crystal Palace Parade (**Stop A/B**)
- 55 - Oxford Circus -High Road Leyton (**Stop E/K**)
- 243 - Redvers Road - Waterloo Bridge (**Stop E/K**)

Cycling Facilities

The nearest Santander Cycle Hire racks are on Theobold's Road.
 For more information please go to www.tfl.gov.uk

Car Parks

- Smithfield Car Park - EC1A 9DY
- NCP Car Park London Saffron Hill - EC1N 8XA