

## Appendix B: LGA Leadership Board Terms of Reference

The purpose of the LGA Leadership Board is to develop the strategic priorities of the Association in consultation with member councils and the LGA Boards and make recommendations to the LGA Executive. It will direct the activities and business of the LGA in line with those priorities and will be responsible for:

1. Building and maintaining positive relationships with member councils and maximising LGA membership levels.
2. Maintaining a forward programme of forthcoming legislation and events, identifying and discussing emerging and key issues and highlighting them to the LGA Executive.
3. Developing and overseeing the delivery of the LGA business plan.
4. Managing and maintaining relationships with other local government representative bodies, the Civil Service, Government, the legislature and other partners.
5. Undertaking representational activity on behalf of the LGA and providing the principal spokespersons.
6. Overseeing the management of the resources of the LGA and its associated companies and recommending the annual budget and policies on resource management. (*Appendix 1 sets out the specific responsibilities of the Board in this regard*).
7. Maintaining the LGA Constitution under review and recommending any amendments to the General Assembly.
8. Agreeing the format of the LGA General Assembly Annual Meeting, in line with the Constitution.
9. Agreeing the programme and format of the Annual Conference.
10. Agreeing the LGA approach to the annual political balance.
11. Ensuring activity across the LGA is coordinated and integrated.

The LGA Leadership Board may allocate responsibility for areas within its remit to one or more of its members.

### Quorum

One third of the members, provided that representatives of at least 2 political groups represented on the body are present.

### Political Composition

Conservative group:	6 members
Labour group:	6 members
Independent group:	2 members

Liberal Democrat group: 2 members

**Frequency per year**

Eight meetings to be held per year.

**Reporting Accountabilities**

The LGA Leadership Board directs the LGA's activities and business, in accordance with the strategic priorities and direction set by the LGA Executive. It reports and makes recommendations to the Executive on the LGA's activities and to the General Assembly on Constitutional matters.

## **Appendix 1 to Terms of Reference: Managing the Resources of the Association and its associated companies**

The LGA Leadership Board will be responsible for overseeing the management of the resources of the LGA and its associated companies and for formulating and agreeing the annual budget and policies on resource management. In that regard:

### **The LGA Leadership Board will:**

1. Develop the overall medium-term financial strategy for the LGA and its associated companies as the basis for the effective management of resources.
2. Agree and oversee delivery of the LGA's Commercial Strategy.
3. Formulate and agree the annual budget and make recommendations to the respective company boards.
4. Formulate and agree subscription levels for the LGA.
5. Monitor budget arrangements and overall financial performance.
6. Ensure that proper records are kept which disclose the financial position; and approve the LGA's consolidated financial statements for each financial year, along with those of the LGA itself, and present these to the Annual Meeting of the General Assembly.
7. Oversee the approach to DCLG grant funding.
8. Formulate policies relating to staffing, including structure, appointments, terms and conditions of service, recruitment and severance procedures.
9. Be responsible for matters relating to member structures and members' allowances schemes.
10. Be responsible for the proper safeguarding and management of investments and other assets, including treasury management arrangements, and also borrowings.
11. Be responsible for the accommodation strategy for Local Government House and Layden House on the advice of LGA(Properties) and LGMB Boards.