

Membership, Terms of Reference and Appointments to Outside Bodies 2016/17

Purpose of report

For decision.

Summary

This report outlines the terms of reference and membership for the LGA's Safer and Stronger Communities Board for the 2016/17 meeting cycle. The report also outlines outside bodies to which the Board is asked appoint for the 2016/17 meeting cycle.

Recommendations

That the Board:

1. Formally note the terms of reference, membership for the LGA's Safer and Stronger Communities Board and the list of Board dates for 2016/17 (attached as **Appendices A, B and C** respectively);
2. Formally appoint to outside bodies and member champion roles in accordance with the procedure outlined in **Appendices D, E and F**, ensuring that the bodies to which they wish to appoint accurately reflect LGA priorities; and
3. Receive appropriate feedback from members representing the Board on outside bodies over the previous meeting cycle.

Action

Officers to inform outside bodies of any changes in, or confirm continuation of LGA representatives.

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Membership, terms of reference and Appointments to Outside Bodies 2016/17

Safer and Stronger Communities Board (SSCB) terms of reference, membership and meeting dates 2016/17

1. Members are invited to agree the Board's terms of reference for this year (attached as **Appendix A**). Members are asked to formally note the membership and the Board's Lead Members for 2016/17 (as detailed in **Appendix B**). In addition Members are asked to note the meeting dates for the 2016/17 cycle (attached as **Appendix C**).

SSCB outside body appointments

2. The LGA benefits from a wide network of member representatives on outside bodies across all Boards. These appointments are reviewed on an annual basis across the Association to ensure that the aims and objectives of the outside bodies remain pertinent to the LGA. A database for centrally recording all the information relating to appointments is held by the Member Services team.
3. A list of the organisations to which the Board currently appoints member representatives, along with a note of the 2015/16 representation, is attached at **Appendix E**. Subject to paragraph 4 below, members are asked to nominate the appointments for this meeting cycle, which are to be made in proportion with political representation across the LGA.
4. With new ministerial teams in the Home Office and Ministry of Justice, it is not yet clear whether the National Oversight Group on Domestic Abuse and the Advisory Board on Female Offenders will continue to meet in their current form, or whether the LGA will have a seat on them. Officers recommend the Board appoints members to these groups to enable the Board to be represented at meetings if the two bodies continue.
5. In order to clarify the process for making appointments; the method of recording information on appointments; and to set out the level of support we will offer to appointed members, a procedure has been drawn up (**Appendix D**) which aims to ensure that Members are, ahead of the first meeting of the cycle, fully briefed on both the policy direction of the outside body and the logistical arrangements, such as the meeting frequency, meeting location and membership.

Member Champions

6. For 2015/16 the Board appointed the following champions and support members:
 - 6.1 Abuse & Exploitation – Cllr Lisa Brett
 - 6.2 Anti-Social Behaviour – Cllr Anita Lower
 - 6.3 Bereavement Services – Cllr Ian Gillies
 - 6.4 Community Cohesion and Integration – Cllr Janet Daby
 - 6.5 Domestic Violence – Cllr Sophie Linden & Cllr Tom Fox
 - 6.6 Licensing – Cllr Tony Page
 - 6.7 Prevent and Counter-Extremism – Cllr Simon Blackburn
 - 6.8 Regulatory Services – Cllr Nick Worth

7. A role description for Board champions is set out in **Appendix F**. The Board is requested to review the current areas covered by member champions and consider whether these should continue, or whether different issues need to be addressed.

Financial Implications

8. There are no substantial financial implications arising directly from this report. Reasonable travel and subsistence costs will be paid by the LGA for expenses incurred by a member appointee, whilst carrying out a representative role on an outside body on behalf of the LGA.

Appendix A

Terms of Reference: Safer & Stronger Communities Board

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

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

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

The Safer and Stronger Communities Board will be responsible for:

1. Ensuring the priorities of councils are fed into the business planning process.
2. Developing a work programme to deliver their brief, covering lobbying, campaigns, research, improvement support in the context of the strategic framework set by Improvement & Innovation Board and events and linking with other boards where appropriate.
3. Sharing good practice and ideas to stimulate innovation and improvement.
4. Representing and lobbying on behalf of the LGA, including making public statements on its areas of responsibility.
5. Building and maintaining relationships with key stakeholders.
6. Involving representatives from councils in its work, through task groups, SIGs, regional networks and mechanisms.
7. Responding to specific issues referred to the Board by one or more member councils or groupings of councils.

The Safer and Stronger Communities Board may:

- Appoint members to relevant outside bodies in accordance with the Political Conventions.
- Appoint member champions from the Board to lead on key issues.

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:	7 members
Labour group:	7 members
Independent group:	2 members
Liberal Democrat group:	2 members

Substitute members from each political group may also be appointed.

Frequency per year

Meetings to be held five times per annum.

Reporting Accountabilities

The LGA Executive provides oversight of the Board. The Board may report periodically to the LGA Executive as required, and will submit an annual report to the Executive's July meeting.

Safer & Stronger Communities Board – Membership 2016/2017

Councillor	Authority
Conservative (7)	
Cllr Morris Bright (Vice-Chairman)	Hertsmere Borough Council
Cllr Jo Beavis	Braintree District Council
Cllr Bill Bentley*	East Sussex County Council
Cllr Ian Gillies	City of York Council
Cllr Keith McLean*	Milton Keynes Council
Cllr Chris Pillai*	Calderdale Metropolitan Borough Council
Cllr Nick Worth	South Holland District Council
Substitutes	
Cllr Peter Britcliffe**	Hyndburn Borough Council
Cllr Tim Oliver**	Elmbridge Borough Council
Cllr Barrie Patman**	Wokingham Borough Council
Labour (7)	
Cllr Simon Blackburn (Chair)	Blackpool Council
Cllr Kate Haigh	Gloucester City Council
Cllr Alan Rhodes*	Nottinghamshire County Council
Cllr Jim Beall*	Stockton-on-Tees Borough Council
Cllr James Dawson*	Erewash Borough Council
Cllr Janet Daby	London Borough of Lewisham
Cllr Joy Allen*	Durham County Council
Substitutes	
Cllr Richard Chattaway	Warwickshire County Council
Cllr Sarah Russell**	Derby County Council
Cllr Erin Hill**	Kirklees Metropolitan Council
Independent (2)	
Cllr Clive Woodbridge (Deputy Chair) *	Epsom and Ewell Borough Council
Cllr Goronwy Edwards*	Conwy County Borough Council
Substitutes	
Cllr Helen Powell**	Lincolnshire County Council
Liberal Democrat (2)	
Cllr Lisa Brett (Deputy Chair)	Bath & North East Somerset Council
Cllr Anita Lower	Newcastle upon Tyne City Council
Substitutes	
Cllr Christopher Coleman**	Cheltenham Borough Council

*New Member

**New Substitute

Appendix C

Meeting Dates 2016/17

DAY (2016)	DATE	TIME	Room at Local Government House
Monday	12 September 2016	11.00 – 13.00	Smith Square Rooms 3&4
Monday	7 November 2016	11.00 – 13.00	Rooms D+E, Layden House
DAY (2017)			
Monday	16 January 2017	11.00 – 13.00	Rooms A+B, Layden House
Monday	20 March 2017	11.00 – 13.00	Rooms A+B, Layden House
Monday	5 June 2017	11.00 – 13.00	Rooms A+B, Layden House

Appendix D

Procedure for LGA appointments to outside bodies

List of Outside Bodies

1. It is the responsibility of the Boards to review the need for representation on outside bodies as part of their annual appointments process. Boards should:
 - 1.1. Ensure that the list of outside bodies reflects LGA priorities, both by ending appointments where these are not felt to be of value and by actively seeking representation on new organisations;
 - 1.2. Evaluate both the value of the LGA's relationship with the organisation and the level of LGA influence on that body; and
 - 1.3. Have consideration of when it is necessary to appoint a member representative and when an officer appointment would be more appropriate.
2. The Boards will submit a report to LGA Leadership Board setting out their current list of outside bodies every year in October.

Political Proportionality

3. As stated in the LGA Political Conventions:
 - 3.1. *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 or Panel responsible for making appointments should agree the means by which this is achieved ... Appointments to individual outside bodies should reflect political balance where possible, subject to the constraints set by the number of appointments to individual bodies.*
4. While the Boards are responsible for ensuring appointments are made in accordance with the LGA's political proportionality, the political group offices have oversight of this process through:
 - 4.1. Considering individual appointments in the context of all appointments to outside bodies across the organisation.
 - 4.2. Maintaining lists of members of Boards and other councillors willing to serve on outside bodies, together with details of their particular skills and experience.
 - 4.3. Discussing nominations to outside bodies with their members at the political group meetings preceding September Board meetings.
 - 4.4. Being kept informed of any additional appointments that arise during the course of the board cycle.
 - 4.5. Finding a representative if a Board is unable to secure an appointment.

Appointments

5. It is the responsibility of each Board to review their current list of Outside Body appointments.
6. Appointments will be agreed by each Board at their September meeting and will be time limited – set according to the outside body's governance arrangements.
7. The Member Services PSO will then write to each organisation notifying them of the appointment.
8. Certain appointments are made centrally and appointments are also made by LGE to negotiating bodies and by the European and International team. While the process for making these appointments will be different, this information will be recorded on the central database and the same requirements for review and for support to members apply.

Recording information about appointments

9. A database of existing outside body appointments will be maintained centrally by the member support team, to include:
 - 9.1. Councillor details, including political party;
 - 9.2. Term of Office;
 - 9.3. A key contact at the organisation;
 - 9.4. Any allowances or expenses paid by the outside body; and
 - 9.5. Named LGA link officer.
10. The Member Services team will add details of the appointment to the notes on the appointed councillor's CRM entry and on the organisation's CRM entry.
11. The list of Outside Bodies, broken down by Board, will be published on the LGA website and details will also be added to each member's web profile. The Member Services team has responsibility for ensuring this is kept up to date.
12. This list will also include any 'member champions' – board members appointed to hold a particular portfolio area of responsibility within the LGA, for example the European and International Champions on each Board.

LGA support for members appointed to Outside Bodies

13. Members appointed to outside bodies must receive support from LGA officers in order to maximise their contributions to outside bodies, including being kept informed of key LGA lobbying messages. Support will therefore be provided in line with the following Scrutiny Panel recommendations, agreed by the LGA in 2003:
 - 13.1. For each Board making appointments to outside bodies, there should be a designated LGA member of staff to oversee the appointment process for that executive, including the provision of introductory briefing for new appointees.

- 13.2. A named member of staff should be appointed as the liaison person for each outside body.
 - 13.3. Each Board should consider the need for induction support for appointees in relation to particular outside bodies.
 - 13.4. Where deputies or substitute representatives are appointed, they should also be made aware of arrangements for support and report back.
 - 13.5. Details of any financial support from either the LGA or the outside body should be provided for all appointees.
14. Member Services PSO will oversee the appointment process and in most cases will be the liaison officer for outside bodies linked to their Boards; however, in certain cases it may be more appropriate for a Policy Adviser to act as the liaison.
 15. Member Services PSOs will ensure that appointees receive a letter setting out the details of the appointment, term of office, future meeting dates, arrangements for expenses and the contact details of both the organisation's named contact and the LGA's link officer.
 16. New appointees will receive an initial briefing on the work of the outside body and relevant LGA lobbying messages from the link officer and will also be kept informed of any arising policy issues and of other LGA contact with the organisation.

Mechanisms for feedback

17. All appointees should be encouraged to provide updates to the link officer following meetings and when important issues arise.
18. All appointees, including non-board members, should be encouraged to feed into board 'other business' reports every 2 months. Appointees who are not board members may also wish to attend a board meeting to report back.
19. The named contact at the outside body should also be contacted annually to confirm details of attendance, provide an update on any changes and details of forthcoming meeting dates.

Appendix E

Safer Communities Board: Outside Bodies

Organisation / contact details	Background	Representatives 2015/16	Allowances/ Expenses	LGA Contact Officer
<p>Advisory Board for Female Offenders</p> <p>Contact: Hanifa Begum Tel: Email: cjwst@justice.gsi.gov.uk</p>	<p>The Board is a ministerial chaired board and meets quarterly to bring together key stakeholders and partners to provide expert advice and challenge around the multiple and often complex needs of female offenders.</p>	<p>1 place</p> <p>Cllr Janet Daby (Labour)</p>	<p>The LGA will cover reasonable travel and subsistence.</p>	<p>Mark Norris, Principal Policy Adviser 020 7664 3241 mark.norris@local.gov.uk</p>
<p>Criminal Justice Council (CJC)</p> <p>Contact: Stefanie Harding Tel: Email: stefanie.harding1@judiciary.gsi.gov.uk</p>	<p>The Council meets quarterly: to keep the criminal justice system under review; to advise the Government on the form and manner of implementation of criminal justice reforms and to make proposals to it for reform; to advise on the framing and implementation of a communication and education strategy for the criminal justice system.</p>	<p>1 place</p> <p>Cllr Joanna Gardner (Con)</p>	<p>Travel and subsistence expenses are paid for by the CJC.</p>	<p>Mark Norris, Principal Policy Adviser 020 7664 3241 mark.norris@local.gov.uk</p>
<p>HMIC's Police Efficiency Effectiveness and Legitimacy Effectiveness Reference</p>	<p>To provide advice and expertise from outside HMIC to inform PEEL inspections of police forces at quarterly meetings.</p>	<p>1 place</p> <p>Cllr Sophie Linden (Lab)</p>	<p>The LGA will cover reasonable travel and subsistence.</p>	<p>Mark Norris, Principal Policy Adviser 020 7664 3241 mark.norris@local.gov.uk</p>

<p>Group</p> <p>Contact: Danny Hayes Tel: 020 3513 0524 Email: Danny.Hayes@homeoffice.gsi.gov.uk</p>				
<p>National FGM Centre Advisory Group</p> <p>Contact: Lucy Ellender</p>	<p>The Advisory Group meets quarterly to provide advice and support to the development of the National FGM Centre, a joint project between the LGA and Barnardo's.</p>	<p>1 Place</p> <p>Cllr Lisa Brett (Lib Dem)</p>	<p>The LGA will cover reasonable travel and subsistence.</p>	<p>Lucy Ellender Adviser 020 7664 3321 lucy.ellender@local.gov.uk</p>
<p>National Oversight Group on Domestic Abuse</p> <p>Contact: Hannah Buckley/Charlotte Hickman Tel: 020 7035 8579 Email: hickman-buckley.jobshare@homeoffice.gsi.gov.uk</p>	<p>The National Oversight Group is chaired by the Home Secretary and meets approximately quarterly to oversee progress against the recommendations from HMIC's reviews of the police response to domestic abuse.</p>	<p>1 Place</p> <p>Cllr Simon Blackburn (Chair)</p>	<p>The LGA will cover reasonable travel and subsistence.</p>	<p>Rachel Duke Adviser 020 7664 3086 rachel.duke@local.gov.uk</p>

Appointments to LGA bodies

Proportionality Figures 2016 / 2017

Members are asked to ensure that appointments for 2016/17 are in broad proportionality with the 18 Member political group makeup of the Board, which is as follows:

7 Labour, 7 Conservative, 2 Independent, 2 Liberal Democrat.

NB: Based on the LGA Political Proportionality Figures, no precise proportional spread of the 5 seat outside bodies allocation for 2016/17 is possible. However, the 5 seats should broadly be spread as follows:

1 Conservative, 1 Labour, 1 Independent, 1 Liberal Democrat and 1 for negotiation.

Officer groups

Officers sit on or attend the following outside bodies to support the Board's objectives:

- Surveillance Camera Commissioner's Advisory Council
- HMIC Domestic Abuse Reference Group
- National Trading Standards Board
- National Licensing Forum
- Licensing and public health group
- HELA (Health and Safety Executive/Local Authority Enforcement Liaison Committee)
- Special Interest Group on Extremism and Intolerance

The following expert groups are coordinated by the LGA and comprise frontline officers from member councils:



**Safer and Stronger
Communities Board**

12 September 2016

- Licensing policy forum
- Law and evidence forum (virtual)
- Community safety advisers' forum

Appendix F

Safer and Stronger Communities Board

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

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

Accountabilities

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

Knowledge and Experience

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

Appointment and support

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

Previously the Board has taken a flexible approach as to whether having a single or two member champions was most appropriate for each role, in light of the need to balance the volume of LGA activity with members' commitments in their home authorities.

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

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

Travel and expenses

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

Reasonable travel and subsistence costs will be paid by the LGA for expenses incurred by a member appointee whilst carrying out a representative role on behalf of the LGA.