

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 Community Wellbeing 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 and membership for the LGA's Community Wellbeing Board and the list of Board dates for 2016/17 (attached as **Appendices A, B and C** respectively);
2. Formally appoint to outside bodies in accordance with the procedure outlined in **Appendices D and E**, ensuring that the bodies to which they wish to appoint accurately reflect LGA priorities; and
3. Receive any 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

Community Wellbeing Board (CWB) terms of reference and membership

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**).

CWB 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 is attached at **Appendix E**. 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. 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 fully briefed on both the policy direction of the outside body and the logistical arrangements, such as the meeting frequency, meeting location and membership.
5. Where Members are appointed to outside bodies or have an interest in specific areas of the Board's work then there may be the possibility of contributing further by acting as a sounding board on specific issues, representing the LGA at external meetings with stakeholders or speaking on behalf of the LGA at events. Board members are invited to email Paul Goodchild (Paul.Goodchild@local.gov.uk) if they have an interest in the four themes identified in the priorities paper later on in the agenda: integration and devolution of health and social care; the funding of adult social care; public health; and vulnerable and elderly people. There will then be a pool of members who can be drawn on as necessary to assist with the Board's work.

Financial Implications

6. 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: Community Wellbeing Board

The purpose of the Community Wellbeing Board is to engage and develop a thorough understanding of the issues within their brief and how legislation does or could affect councils and their communities, in particular with regard to the growing integration of health and social care services.

The Board works to support local government in delivery of its public health, and social inclusion responsibilities, as well as issues relating to an ageing society and the reform and funding of adult social care.

It is also responsible for maintaining a close relationship with the work of the Asylum, Refugee and Migration Task Group.

The Community Wellbeing Board's responsibilities include:

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

Community Wellbeing Board – Membership 2016/2017

Councillor	Authority
Conservative (7)	
Cllr Izzi Seccombe (Chairman)	Warwickshire County Council
Cllr David Coppinger	Windsor & Maidenhead Royal Borough
Cllr Graham Gibbens	Kent County Council
Cllr Keith Glazier	East Sussex County Council
Cllr Liz Mallinson	Cumbria County Council
Cllr Vic Pritchard	Bath & North East Somerset Council
Cllr Ernest White	Leicestershire County Council
Substitutes	
Cllr Linda Chilton	Derbyshire County Council
Cllr Judith Wallace	North Tyneside Council
Cllr Sue Woolley	Lincolnshire County Council
Labour (7)	
Cllr Linda Thomas (Vice-Chair)	Bolton Council
Cllr Jonathan McShane	Hackney London Borough Council
Cllr Lynn Travis	Tameside Metropolitan Borough Council
Cllr Carole Burdis	North Tyneside Council
Cllr Phil Bale	Cardiff Council
Cllr Jackie Meldrum	Lambeth London Borough Council
Cllr Rachel Eden	Reading Borough Council
Substitutes	
Cllr Maureen Cummings	Wakefield Metropolitan District Council
Cllr Azhar Ali	Lancashire County Council
Cllr Robin Moss	Bath & North East Somerset Council
Independent (2)	
Mayor Kate Allsop (Deputy Chair)	Mansfield District Council
Cllr Mark Ereira-Guyer	Suffolk County Council
Substitutes	
Cllr Helen Grant	North Yorkshire County Council
Cllr James Moyies	Southend-on-Sea Borough Council
Liberal Democrat (2)	
Cllr Richard Kemp CBE (Deputy Chair)	Liverpool City Council
Cllr Doreen Huddart	Newcastle upon Tyne City Council
Substitutes	
Cllr Lucy Nethsingha	Cambridgeshire County Council

Appendix C

Meeting Dates 2016/17

DAY (2016)	DATE	TIME	LOCATION
Friday	7 October 2016	Away Day: 11.00 – 13.30 Board Meeting: 14.00 – 16.00	Smith Square Rooms 1&2, Local Government House
Thursday	1 December 2016	11.00 – 13.00	Council Chamber, Museum of the Order of St John, St John's Gate, 26 St John's Lane, London EC1M 4DA
DAY (2017)			
Thursday	16 February 2017	11.00 – 13.00	Rooms A+B, Layden House
Thursday	27 April 2017	11.00 – 13.00	Rooms D+E, Layden House
Thursday	15 June 2017	11.00 – 13.00	Rooms D+E, Layden House

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 Officer 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.

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 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 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 regularly feed into board 'other business' reports. 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.

Community Wellbeing Board: Outside Bodies

Organisation	Background	Representation	Allowances/ Expenses	LGA Contact Officer
Prime Minister's Dementia Challenge 2020 Group	Aims to hold delivery partners to account for delivering the actions in this Implementation Plan. Meets quarterly	1 place	The LGA will cover reasonable travel and subsistence.	Abigail Gallop Senior Adviser 0207 664 3245 Abigail.gallop@local.gov.uk
Prime Minister's Dementia Challenge 2020 Group Task and Finish Citizens Panel	Task and Finish Group – to establish the Citizens Panel. Meets monthly.	1 place	The LGA will cover reasonable travel and subsistence.	Abigail Gallop Senior Adviser 0207 664 3245 Abigail.gallop@local.gov.uk
Dementia Action Alliance	50 + organisations members of the group, administered by the Alzheimer's Society. Meets quarterly and has annual conference.	1 place Individual Council Member based on location of DAA meeting. Or sub LGA officer (Subject to availability).	The LGA will cover reasonable travel and subsistence.	Abigail Gallop Senior Adviser 0207 664 3245 Abigail.gallop@local.gov.uk
Learning Disability Ministerial Programme Board	Board with a wide range of representatives and co-chaired by a service-user. The Board reviews Government progress on addressing issues relating to	1 place	The LGA will cover reasonable travel and subsistence.	Abigail Gallop Senior Adviser 0207 664 3245 Abigail.gallop@local.gov.uk

	learning disabilities and is developing a new national action plan. Meets quarterly.			
Autism Ministerial Programme Board	Board with a wide range of representatives including self-advocates and family advocates. The Board reviews implementation of the national autism strategy and statutory requirements. Meets quarterly.	1 Place	The LGA will cover reasonable travel and subsistence.	Abigail Gallop Senior Adviser 0207 664 3245 Abigail.gallop@local.gov.uk
Think Local Act Personal Programme Board	Board that reviews finances and status of TLAP. Currently meets 6 weekly but moving to 8 weekly.	1 Place	The LGA will cover reasonable travel and subsistence.	Abigail Gallop Senior Adviser 0207 664 3245 Abigail.gallop@local.gov.uk
Mental Health Crisis Care Concordat	The group oversees the implementation of the Mental Health Crisis Concordat. Meets twice a year and chaired by Ministers at Home Office and Department of Health.	1 Place	The LGA will cover reasonable travel and subsistence.	Abigail Gallop Senior Adviser 0207 664 3245 Abigail.gallop@local.gov.uk
Missing Children and Adults Roundtable	Reviews progress on Missing Adults and Children's Strategy and related issues. Chaired by Home Office Minister. Meets twice a year.	1 Place	The LGA will cover reasonable travel and subsistence.	Abigail Gallop Senior Adviser 0207 664 3245 Abigail.gallop@local.gov.uk

<p>Disability Action Alliance Steering Group</p>	<p>DAA's purpose to link organisations together – to create opportunities for collaboration and partnerships. Meets quarterly.</p>	<p>1 Place</p>	<p>The LGA will cover reasonable travel and subsistence.</p>	<p>Abigail Gallop Senior Adviser 0207 664 3245 Abigail.gallop@local.gov.uk</p>
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Asylum, Refugee and Migration Task Group

The Board is also asked to note that the LGA operates a Member-led Asylum, Refugee and Migration Task Group made up of regional members and Regional Strategic Migration Partnership representation covering all of the English regions, Northern Ireland, Wales and Scotland. Its primary focus is issues around the asylum, refugee and migration agenda from a local government perspective. The LGA, via the Task Group, has been involved in discussions with Government and with regions for a long period of time. These discussions have been concerned with how to work together to find sustainable solutions to these issues which also minimise the pressures on local authorities, local communities and vulnerable individuals. The Group reports to the Children and Young People and Community Wellbeing Boards. A member from each LGA Political Group also oversees and advises on the LGA position on asylum and refugee resettlement.

Appointments to LGA bodies

Proportionality Figures 2016/17

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.