

## Appendix B: Statement on Special Interest Groups

### Introduction

1. The LGA Constitution provides for 10 or more full member authorities with common features, interests or concerns to form a Special Interest Group (SIG). Under exceptional circumstances, the LGA Leadership Board may agree for smaller groups of councils to establish a SIG.

#### **LGA Constitution – clause 15**

- 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 LGA Leadership Board, may establish a Special Interest Group (SIG) for such authorities. 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 LGA 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 LGA Leadership Board. Each Special Interest Group shall report annually on its activities to the LGA Leadership Board.*

### Rules of Operation of SIGs

2. If requested, and subject to the availability of resources, the LGA will provide:
  - ✓ secretarial support to Special Interest Groups for up to a maximum of 3 meetings per year in London;
  - ✓ accommodation in Local Government House, free of charge, subject to availability of rooms;
  - ✓ catering at normal LGA rates.

*The LGA is a paperless organisation, therefore printing and hardcopy mailing will not be supported in line with the LGA's internal policies.*
3. The LGA will not make any payments to members attending SIGs, including
  - × Attendance allowances
  - × SRAs
  - × Subsistence

These expenses remain the responsibility of member authorities.

4. SIGs are permitted to raise any resources they might need to support their activities and running costs from their member authorities.
5. SIGs are able to make representations direct to Government and elsewhere on matters arising directly from their special interest, and to obtain LGA assistance in doing so. However those representations must not conflict with or undermine LGA policy as a whole or damage the interests of other member authorities. The LGA has agreed protocols relating to local government finance and other distributional issues.
6. All SIGs are required to submit a full report at the end of April each year to the LGA Leadership Board covering such matters as their dealings with Government Departments. The Leadership Board reserves the right to invite the Chairman of a SIG to discuss an Annual Report or issues arising from it.
7. SIGs may also be required to report to the appropriate board, whose remit covers the SIG's particular area of interest.
8. The LGA will review support for SIGs annually.

#### **Application to set up a SIG**

9. Applications to establish a SIG should be made in writing and sent to

Chief Executive  
LGA  
Local Government House  
Smith Square  
London SW1P 3HZ

10. Applications should:
  - 10.1. define the purpose of the SIG and the nature of the common feature or interest;
  - 10.2. include the names of at least 10 authorities in full membership who have committed to join the SIG; and
  - 10.3. undertake to admit to membership all authorities who share that interest. <sup>1</sup>

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<sup>1</sup> In case of any dispute over whether an authority is eligible for membership of a particular SIG, the LGA Leadership Board will decide.