

Appendix A

Terms of Reference

1. The purpose of the Economy, Environment, Housing and Transport Board is to provide strategic oversight of the LGA's policy, regulatory and improvement activity in relation to the economy and environment, including transport, employment and skills, economic development and business support, housing, planning, waste and climate change, in line with the LGA priorities and any specific regulatory and LGA European lobbying priorities as they relate to this activity.
2. 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) operating as the centre of a network connecting to all councils and drawing on the expertise of key advisors from the sector.
3. The responsibilities of the Economy, Environment, Housing and Transport Board include:
 - 3.1. Ensuring the priorities of councils are fed into the business planning process.
 - 3.2. Developing a work programme to deliver the business plan priorities relevant to their brief, covering lobbying, campaigns, research, improvement support and events and linking with other boards where appropriate.
 - 3.3. Sharing good practice and ideas to stimulate innovation and improvement.
 - 3.4. Representing and lobbying on behalf of the LGA including making public statements on its areas of responsibility.
 - 3.5. Building and maintaining relationships with key stakeholders.
 - 3.6. Involving representatives from councils in its work, through task groups, Commissions, SIGs, regional networks and mechanisms.
 - 3.7. Responding to specific issues referred to the Board by one or more member councils or groupings of councils.
4. The Environment and Housing Board may:
 - 4.1. Appoint members to relevant outside bodies in accordance with the Political Conventions.
 - 4.2. Appoint member champions from the Board to lead on key issues.

Quorum

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

Political Composition

6. The political composition of the board is as follows:

- 6.1. Conservative group: 7 members
- 6.2. Labour group: 7 members
- 6.3. Independent group: 2 members
- 6.4. Liberal Democrat group: 2 members

7. Substitute members from each political group may also be appointed.

Frequency per year

8. Meetings to be held five times per annum.

Reporting Accountabilities

9. 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.