



### ROLE DESCRIPTIONS FOR LGA VICE CHAIRS

2018/19 Meeting Year

#### Context

The Local Government Association (LGA) is a politically led cross-party organisation, representing local authorities across England and Wales. Its membership includes English councils, fire and rescue authorities, national parks authorities and the 22 Welsh councils in corporate membership through the Welsh LGA. The Association seeks where possible to work on the basis of consensus across all four groups.

Each year the LGA General Assembly elects a chairman, vice and deputy chairs. The chairman of the Association is elected from the largest group and the senior vice chair from the second largest group. The vice chairs are the group leaders of the LGA's four political groups – Conservative, Labour, Independent and Liberal Democrat – and the deputy chairs are nominated by the groups in order to achieve political proportionality. Together, the chairman, vice and deputy chairs make up the LGA Leadership Board and the Office Holders of the Association.

None of these roles has executive responsibilities but together they provide political leadership and direction to the LGA and, with and through the LGA Executive, to the wider LGA central bodies. Whilst one of the founding principles of the Association is the recognition of the right of each group to establish its own position, the role of its office holders is to seek to work to a consensus wherever possible.

The chairman and vice chairs have agreed to ensure their availability to enable the proper conduct of the Association's business, including responding promptly to reasonable requests for clearance and comment on draft positions and papers. They are responsible for appointments to the most senior positions and the chief executive is accountable to them.

#### Vice Chairs of the Association

##### Accountabilities

- As a member of the LGA Leadership Board and LGA Executive, to contribute to the development of the strategic direction of the LGA and the LGA central bodies in consultation with the other office holders, Executive members and the chief executive, taking into account the best use of resources.
- To work with, and if appropriate deputise for, the Chairman as principal representative of the LGA.

## Appendix C

- As an office holder of the Association, to be active with the other office holders in advancing the interests and policies of the Association through public comment, debate and participation in meetings, conferences and other events.
- To clear and comment on draft positions, papers and media releases.
- To develop and maintain effective relations with the political party at national, regional and member authority level.
- To provide leadership to the political group and be responsible for progressing LGA policies within the group and for the activities of the political group office.
- To ensure positions on LGA structures and external bodies are filled in line with proportionality requirements and to liaise with the group's appointments on those structures to ensure the proper conduct of the LGA's affairs.
- To attend and contribute at meetings of the General Assembly, LGA Executive, LGA Leadership Board and the Councillors' Forum.
- To undertake a range of activities, including regular visits to councils and groupings of councils, writing articles and making speeches on the work of the LGA, participating in peer challenges providing peer support and mentoring to individual councillors and groups of councillors and ensuring the role is visible and recognised in the group and in the sector as a whole.
- To lead political engagement with member councils under the control of the relevant group to ensure that they understand the benefits of, and remain in, membership.
- To encourage councils in membership to undertake a peer challenge.

### Travel and expenses

The roles will require attendance at meetings in London and in other parts of the country. Reasonable travel and subsistence costs incurred by the Vice-Chairs of the Association in the discharge of their duties will be paid by the LGA.

### Remuneration

Leader of the second largest group (Senior Vice-Chair):	£40,683
Leader of the largest group (Vice-Chair):	£35,109
Leader of the third largest group (Vice-Chair):	£35,109
Leader of the smallest Group (Vice-Chair)	£29,536

Expected time commitment: 2-3 days per week

LGA Vice-Chairs are permitted to carry out additional paid formal peer work, up to a maximum of 10 days per year. They are required to complete a Register of Interest form and to update it annually, or when an individual's circumstances change.