Membership, 2019/20 Meeting Cycle and Terms of Reference

**Purpose of report**

To agree the Terms of Reference, and note the membership and meeting dates for 2019/20.

**Summary**

The membership of the Board of Directors of the LGA (the Leadership Board) (**Appendix A**) and future meeting dates (**Appendix B**) are presented to note.

The Board’s Terms of Reference (**Appendix C**) presented annually for agreement.

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| **Recommendations**  That the LGA Leadership Board:   1. Notes its Membership; 2. Notes the dates of meetings of the LGA Leadership Board, Councillors’ Forum and LGA Executive for 2019/20; and 3. Agrees its Terms of Reference for 2019/2020.   **Action**  No further action necessary. |

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| **Contact officer:** | Paul Goodchild |
| **Position:** | Member Services Manager |
| **Phone no:** | 020 7664 3005 |
| **Email:** | [paul.goodchild@local.gov.uk](mailto:paul.goodchild@local.gov.uk) |

**Appendix A - Board of Directors of the Local Government Association (The Leadership Board) Membership 2018/2019**

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| **Councillor** | **Authority** |
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| **Conservative (5)** |  |
| Cllr James Jamieson (Chairman) | Central Bedfordshire Council |
| Cllr Izzi Seccombe OBE (Vice Chairman) | Warwickshire County Council |
| Cllr John Fuller OBE (Deputy Chairman) | South Norfolk District Council |
| Cllr David Simmonds CBE (Deputy Chairman) | Hillingdon London Borough Council |
| Cllr Robert Alden (Deputy Chairman) | Birmingham City Council |

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| **Labour (5)** |  |
| Cllr Nick Forbes CBE (Senior Vice-Chair) | Newcastle upon Tyne City Council |
| Cllr Michael Payne (Deputy Chair) | Gedling Borough Council |
| Cllr Anne Western CBE (Deputy Chair) | Derbyshire County Council |
| Cllr Peter Box CBE (Deputy Chair) | Wakefield Metropolitan District Council |
| Cllr Anntoinette Bramble (Deputy Chair) | Hackney London Borough Council |

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| **Liberal Democrat (2)** |  |
| Cllr Howard Sykes MBE (Vice-Chair) | Oldham Metropolitan Borough Council |
| Cllr Ruth Dombey OBE (Deputy Chair) | Sutton London Borough Council |

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| **Independent (2)** |  |
| Cllr Marianne Overton MBE (Vice-Chair) | Lincolnshire County Council |
| Cllr Clive Woodbridge (Deputy Chair) | Epsom and Ewell Borough Council |

**Appendix B - Dates of Meetings pf the Board of Directors of the LGA (the Leadership Board), Councillors’ Forum and LGA Executive**

| **Structure** | **Meeting date** | **Time** | **Venue** |
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| **2019** | | | |
| **LGA Leadership Board** | **Wednesday 17 July 2019** | 1.00pm | Westminster Room, 18 Smith Square, London, SW1P 3HZ |
| **Councillors’ Forum**  **LGA Executive** | **Thursday 18 July 2019** | 12.30pm  1.45pm | Westminster Room, 18 Smith Square, London, SW1P 3HZ |
|  |  |  |  |
| **LGA Leadership Board** | **Wednesday 11 September 2019** | 1.00pm | Smith Square 1&2, 18 Smith Square, London, SW1P 3HZ |
| **Members’ Briefing Day**  **LGA Executive** | **Thursday 12 September 2019** | 11.00am  2.15pm | Bevin Hall, 18 Smith Square, London, SW1P 3HZ  Westminster Room, 18 Smith Square, London, SW1P 3HZ |
|  |  |  |  |
| **LGA Leadership Board** | **Wednesday 30 October 2019** | 1.00pm | Smith Square 1&2, 18 Smith Square, London, SW1P 3HZ |
| **Councillors’ Forum**  **LGA Executive** | **Thursday 31 October 2019** | 12.30pm  1.45pm | Westminster Room, 18 Smith Square, London, SW1P 3HZ |
|  |  |  |  |
| **LGA Leadership Board**  **LGA Executive** | **Thursday 5 December 2019** | 11.00am  1.30pm | Smith Square 1&2, 18 Smith Square, London, SW1P 3HZ  Westminster Room, 18 Smith Square, London, SW1P 3HZ |
| There is no Councillors’ Forum meeting in December | | | |

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| **2020** | | | |
| **LGA Leadership Board** | **Wednesday 22 January 2020** | 1.00pm | Smith Square 1&2, 18 Smith Square, London, SW1P 3HZ |
| **Councillors’ Forum**  **LGA Executive** | **Thursday 23 January 2020** | 12.30pm  1.45pm | Westminster Room, 18 Smith Square, London, SW1P 3HZ |
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| **LGA Leadership Board** | **Wednesday 11 March 2020** | 1.00pm | Smith Square 1&2, 18 Smith Square, London, SW1P 3HZ |
| **Councillors’ Forum**  **LGA Executive** | **Thursday 12 March 2020** | 12.30pm  1.45pm | Westminster Room, 18 Smith Square, London, SW1P 3HZ |
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| **LGA Leadership Board** | **Wednesday 15 April 2020** | 1.00pm | Smith Square 1&2, 18 Smith Square, London, SW1P 3HZ |
| There are no Councillors’ Forum or LGA Executive in April due to local government elections in May. | | | |
| **LGA Leadership Board** | **Wednesday 3 June 2020** | 1.00pm | Smith Square 1&2, 18 Smith Square, London, SW1P 3HZ |
| **Councillors’ Forum**  **LGA Executive** | **Thursday 4 June 2020** | 12.30pm  1.45pm | Westminster Room, 18 Smith Square, London, SW1P 3HZ |
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| **LGA Leadership Board** | **Wednesday 15 July 2020** | 1.00pm | Smith Square 1&2, 18 Smith Square, London, SW1P 3HZ |
| **Councillors’ Forum**  **LGA Executive** | **Thursday 16 July 2020** | 12.30pm  1.45pm | Westminster Room, 18 Smith Square, London, SW1P 3HZ |

**Appendix C – Board of Directors of the LGA (the Leadership Board) Terms of Reference 2019/20**

1. The Leadership Board is the Board of Directors of the Local Government Association (LGA). It is politically balanced and is made up of the chairman, vice and deputy chairs, who are elected annually by the General Assembly.
2. The Leadership Board is responsible for the management of the LGA’s business. Its powers and responsibilities are set out in Part 5 of the Articles of Association and in paragraphs 8 and 9 of the Governance Framework.
4. The Leadership Board:
   1. sets the strategic direction of the LGA in consultation with the Executive;
   2. directs the activities and business of the LGA and ensures its proper management;
   3. is responsible for the management of internal resources and for policies on resource management;
   4. agrees the annual budget and business plan;
   5. considers applications to join the LGA’s Associate schemes;
   6. receives reports of the Audit Committee and the Commercial Advisory Board;
   7. receives annual reports of the Special Interest Groups (SIGs) and joint venture companies;
   8. receives and recommends to the General Assembly the LGA’s consolidated financial statements and annual report of the Audit Committee;
   9. recommends amendments to the Articles of Association to the LGA General Assembly; and
   10. recommends Motions to the General Assembly for consideration.

**Directing and managing the activities and business of the LGA**

1. As the Board of Directors of a national membership body and the single voice for local government, the Leadership Board ensures activity across the LGA is coordinated and integrated. The Leadership Board:
   1. Builds and maintains positive relationships with member councils, maximising LGA membership levels.
   2. Maintains a forward programme of forthcoming legislation and events, identifying, discussing and communicating emerging and key issues.
   3. Maintains relationships with other local government representative bodies, Government, Parliament, the Civil Service and other partners.
   4. Undertakes representational activity on behalf of the LGA and provides the principal spokespersons.
   5. Agrees the programme of the LGA General Assembly Annual Meeting and the Annual Conference.
   6. Agrees the LGA approach to the annual political balance.

**Managing the Resources of the LGA and its associated companies**

1. The Leadership Board is responsible for the management of the resources of the LGA and its associated companies and for agreeing the annual budget and policies on resource management. In that respect the Board:-
   1. Agrees the medium-term financial strategy for the LGA and its associated companies as the basis for the effective management of resources.
   2. Agrees and overseeing delivery of the LGA’s Commercial Strategy.
   3. Agrees the annual budget and making recommendations to the respective company boards.
   4. Agrees annual subscription levels.
   5. Monitors budget arrangements and overall performance, including financial performance.
   6. Ensures that proper records are kept and approves the LGA’s own and consolidated financial statements for presentation to the Annual Meeting of the General Assembly.
   7. Oversees the approach to MHCLG grant funding.
   8. Approves policies relating to staffing, including structure, appointments, terms and conditions of service, recruitment and severance procedures.
   9. Commissions reviews and agreeing changes to the Members’ Scheme of Allowances.
   10. Ensures the proper safeguarding and management of investments and other assets, including treasury management arrangements and borrowings.
   11. Oversees the management and maintenance of 18 Smith Square and the Stills on behalf of the LGA and its tenants.
2. Subject to the Articles of Association, the Leadership Board may delegate responsibility for specific activities to another LGA Board or Task and Finish Group. The General Assembly may, by special resolution, direct the Leadership Board to take or refrain from taking specified action.

**Quorum**

1. One third of the Directors, provided that representatives of at least 2 political groups represented on the Boardare present.

**Political Composition**

1. The core composition of the Leadership Board is:

Conservative group: 5 members

Labour group: 5 members

Liberal Democrat group: 2 members

Independent group: 2 members

**Frequency**

1. The Leadership Board meets eight times per year but may by agreement reduce or increase the number of meetings as the business requires.