

## Terms of reference and outside bodies

### Purpose of Report

**For decision.**

Is this report confidential? No

### Summary

This paper updates the Board's terms of reference and outside bodies appointments for 23/24.

Members undertaking outside bodies roles have all confirmed that they wish to continue in these roles, with one exception. This vacancy – Creative Industries Champion – will need to be filled. Members with relevant experience should speak to their lead member ahead of the board meeting if they wish to volunteer.

LGA Plan Theme: **Efficient business management**

### Recommendation(s)

That Board Members:

- Approve the Terms of Reference.
- Provide additions or alterations.
- Discuss nominations for outside body appointments.

Contact details

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## **Terms of reference and outside bodies**

### **Proposal**

## **Terms of reference and outside bodies**

### **Remit**

1. The purpose of the Culture, Tourism and Sport Board is to engage with and develop a thorough understanding of the issues affecting culture, tourism and sport services, including how legislation does or could affect councils and their communities. The Board is also responsible for maintaining relationships with relevant stakeholders, and identifying support offers or policy campaigns to assist councils with their service delivery.
2. The Board will provide strategic oversight of all the LGA's policy and improvement activity in relation to libraries, the visitor economy, sport and physical activity, the arts, museums, public parks, and heritage, in line with wider LGA priorities.

### **Objectives**

3. The Culture, Tourism and Sport Board has the following objectives:
  - 3.1 Champion the role that cultural, sporting, tourism and heritage services play in making places where people want to live, visit and work, including their role in addressing economic and social inequalities and understanding barriers to accessing cultural, sporting, tourism and heritage services.
  - 3.2 Support portfolio holders and officers to lead transformational change of cultural, tourism and sport services and seize the opportunities presented by wider public sector reform, including devolution and the levelling up agenda. The Board will support the culture, tourism and leisure sectors to understand and act on their contributions to carbon net zero aims and wider climate change issues.
  - 3.3 Ensure that the LGA is well positioned to advance our arguments on culture, tourism and sport nationally to government and others and that our advocacy is shaped by robust intelligence from councils and combined authorities.
  - 3.4 Support other LGA Boards to recognise how culture, tourism and sport helps to achieve their priorities; and contribute to wider LGA work any risks or opportunities that may arise for the culture, tourism and sport sectors and act on them as required.
  - 3.5 Ensure that the flagship Annual Culture, Tourism and Sport Conference continues to give national profile to the innovation that councils are leading and influences national policy and debate through giving a platform to leading people from the sector.

### **Operational accountabilities**

4. The Board will seek to involve councillors in supporting the delivery of these priorities (through forums, policy groupings, Special Interest Groups (SIGs), regional networks and other means of wider engagement); essentially operating as the centre of a network connecting to all councils and drawing on the expertise of key advisors from the sector.

5. The Culture, Tourism and Sport Board will be responsible for:

- 5.1 Ensuring the priorities of councils are fed into the business planning process.
- 5.2 Developing and overseeing a work programme to deliver their brief, covering lobbying, campaigns, research, improvement support and events and linking with other boards where appropriate.
- 5.3 Sharing good practice and ideas to stimulate innovation and improvement.
- 5.4 Representing and lobbying on behalf of the LGA, including making public statements on its areas of responsibility.
- 5.5 Building and maintaining relationships with key stakeholders.
- 5.6 Involving representatives from councils in its work, through task groups, Commissions, SIGs, regional networks and mechanisms.
- 5.7 Commissioning LGA officers and resources, where appropriate, to respond to specific issues referred to the Board by one or more member councils or groupings of councils.

6. The Culture, Tourism and Sport Board may:

- 6.1 Appoint members to relevant outside bodies in accordance with the Political Conventions.
- 6.2 Appoint member champions and spokespersons from the Board to lead on key issues.
- 6.3 Agree outside observers from key bodies, who will receive the papers and attend meetings.

### **Work Programme**

7. The Board to set its own work programme which is agreed at the start of each meeting cycle in early Autumn.

### **Quorum**

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

### **Political Composition**

9. The composition by political party is recalculated each year and reflects the political proportionality of the wider group of councils from which their membership is drawn.

The current composition is:

- Labour group: 7
- Conservative group: 6
- Liberal Democrat group: 3

- Independent group: 2

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

### **Frequency per year**

11. Meetings to be five times per annum.

### **Reporting Accountabilities**

12. The LGA Executive Advisory Board provides oversight of the Board. The Board may report periodically to the LGA Executive Advisory Board as required, and will submit an annual report to the LGA Executive Advisory Board's July meeting.

### **Outside bodies**

13. The CTS Board has representation on:

- Tourism Alliance – Cllr Chris White (LIB DEM)
- London Marathon Foundation –Cllr Richard Henry (LAB)
- Library champion – currently Cllr Julie Jones-Evans (IND)
- Creative Industries Council – VACANT
- Improvement Lead –Cllr Michael Graham (LAB)
- 'Business In The Community' Taskforce – Cllr Gary Ridley (CON)

14. The Equalities champion will be appointed centrally by the LGA in time for the Board's second meeting.

### **Implications for Wales**

15. None.

### **Financial Implications**

16. None.

### **Equalities implications**

17. An equalities champion will be appointed to the Board by the group offices.

### **Next steps**

18. Board members are requested to amend or approve the proposed Terms of Reference.

19. The Board should agree the nomination to the vacant Creative Industries Champion role.