

## **Membership, Terms of Reference and Appointments to Outside Bodies 2015/16**

### **Purpose of report**

For decision.

### **Summary**

This report outlines the terms of reference and membership and for the LGA's Safer and Stronger Communities Board for the 2015/16 meeting cycle. The report also outlines outside bodies to which the Board is asked appoint for the 2015/16 meeting cycle.

### **Recommendations**

The Board is asked to:

1. Formally note the terms of reference, membership for the LGA's Safer and Stronger Communities Board and the list of Board dates for 2015/16 (attached as **Appendices A, B and C** respectively);
2. Formally appoint to outside bodies and member champion roles in accordance with the procedure outlined in **Appendices D, E and F**, ensuring that the bodies to which they wish to appoint accurately reflect LGA priorities; and
3. Receive appropriate feedback from members representing the Board on outside bodies over the previous meeting cycle.

### **Action**

Officers to inform outside bodies of any changes in, or confirm continuation of LGA representatives.

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## **Membership, terms of reference and Appointments to Outside Bodies 2015/16**

### **Safer and Stronger Communities Board (SSCB) terms of reference, membership and meeting dates 2015/16**

1. Members are invited to note and/or amend the Board's terms of reference for this year (attached as **Appendix A**). Members are asked to formally note the membership and the Board's Lead Members for 2015/16 (as detailed in **Appendix B**). In addition Members are asked to note the meeting dates for the 2015/16 cycle (attached as **Appendix C**).

### **SSCB outside body appointments**

2. The LGA benefits from a wide network of member representatives on outside bodies across all Boards. These appointments are reviewed on an annual basis across the Association to ensure that the aims and objectives of the outside bodies remain pertinent to the LGA.
3. A list of the organisations to which the Board currently appoints member representatives, along with a note of the 2014/15 representation, is attached at **Appendix E**. Members are asked to nominate the appointments for this meeting cycle, which are to be made in proportion with political representation across the LGA.
4. A database for centrally recording all the information relating to appointments is held by the Member Services team.
5. In order to clarify the process for making appointments; the method of recording information on appointments; and to set out the level of support we will offer to appointed members, a procedure has been drawn up (**Appendix D**) which aims to ensure that Members are, ahead of the first meeting of the cycle, fully briefed on both the policy direction of the outside body and the logistical arrangements, such as the meeting frequency, meeting location and membership.
6. Officers recommend the removal of the **Public Fundraising Regulatory Association** (PFRA) from the list of outside bodies. The PFRA is the charity-led self-regulatory membership body for all types of face-to-face fundraising and negotiates voluntary agreements between councils and charities to manage the frequency and numbers of street fundraisers. The LGA only has non-voting observer status at PFRA, and now that the PFRA is well established and working with an increasing number of councils there is little that the LGA can add to the oversight of the PFRA's work.
7. Officers also recommend the removal of the **Better Regulatory Outcomes Group** and the **Better Regulation Delivery Office Steering Group** from the list of outside bodies. The Better Regulation Delivery Office (BRDO) reorganised their stakeholder groups last autumn as a result of which neither of these two groups exists any longer. Officers will continue to attend regular operational meetings with BRDO such as the Regulatory Excellence Forum, and we will also continue to seek members to represent the Board when we receive invitations to relevant BRDO events.

### **Member Champions**

8. For 2014/15 the Board appointed the following champions and support members:

- 8.1 Domestic Violence – Cllr Ann Lucas OBE and Cllr Joanna Spicer MBE
  - 8.2 Licensing – Cllr Tony Page
  - 8.3 Community Cohesion – Cllr Janet Daby
  - 8.4 Anti Social Behaviour – Cllr Anita Lower
  - 8.5 FGM – Cllr Lisa Brett
  - 8.6 Regulatory Services – Cllr Nick Worth
9. The Board's Lead Members will want to decide whether to appoint champions for 2015/16. A role description for Board champions is therefore set out in **Appendix F**. The Board is requested to review the current areas covered by member champions and consider whether these should continue, or whether different issues need to be addressed.

### **Financial Implications**

10. There are no substantial financial implications arising directly from this report. Reasonable travel and subsistence costs will be paid by the LGA for expenses incurred by a member appointee, whilst carrying out a representative role on an outside body on behalf of the LGA.

## Appendix A

### **LGA Safer & Stronger Communities Board - Terms of Reference**

The purpose of the Safer and Stronger Communities Board is to provide strategic oversight of all the LGA's policy, regulatory and improvement activity in the promotion of the safety of local communities, including issues of crime and anti-social behaviour, policing, licensing, and emergency planning – in line with LGA priorities.

The Board will also have responsibility for LGA activity in relation to fire and rescue authority issues where the issues are of a cross-cutting nature or involve the setting of a new LGA policy. On such matters the Board may choose to seek recommendations or guidance from the Fire Services Management Committee, and from time to time may be requested by the Committee to consider recommendations on such matters.

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); essentially operating as the centre of a network connecting to all councils and drawing on the expertise of key advisors from the sector.

The Safer and Stronger Communities Board will be responsible for:

1. Ensuring the priorities of councils are fed into the business planning process.
2. Developing a work programme to deliver their brief, covering lobbying, campaigns, research, improvement support in the context of the strategic framework set by Improvement & Innovation Board and events and linking with other boards where appropriate.
3. Sharing good practice and ideas to stimulate innovation and improvement.
4. Representing and lobbying on behalf of the LGA, including making public statements on its areas of responsibility.
5. Building and maintaining relationships with key stakeholders.
6. Involving representatives from councils in its work, through task groups, SIGs, regional networks and mechanisms.
7. Responding to specific issues referred to the Board by one or more member councils or groupings of councils.

The Safer and Stronger Communities Board may:

- Appoint members to relevant outside bodies in accordance with the Political Conventions.
- Appoint member champions from the Board to lead on key issues.

**Safer & Stronger Communities Board – Membership 2015/2016**

<b>Councillor</b>	<b>Authority</b>
<b>Conservative ( 7 )</b>	
Cllr Morris Bright (Vice-Chairman)	Hertsmere Borough Council
Cllr Nick Daubney	King's Lynn & West Norfolk Borough Council
Cllr Joanna Gardner	Royal Borough of Kensington and Chelsea
Cllr Thomas Fox	Scarborough Borough Council
Cllr Ian Gillies	City of York Council
Cllr Nick Worth	South Holland District Council
Cllr Jo Beavis	Braintree District Council
<b>Substitutes</b>	
Cllr Marc Jones**	Lincolnshire County Council
Cllr Tunde Ojetola**	Thurrock Council
Cllr Lucy Botting**	Mole Valley District Council
Cllr Chris Pillai	Calderdale Metropolitan Borough Council
<b>Labour ( 7 )</b>	
Cllr Simon Blackburn (Chair)*	Blackpool Council
Cllr Mike Connolly	Bury Metropolitan Borough Council
Cllr Michael Payne	Gedling Borough Council
Cllr Janet Daby	London Borough of Lewisham
Cllr Kate Haigh	Gloucester City Council
Cllr Tony Page	Reading Borough Council
Cllr Sophie Linden	London Borough of Hackney
<b>Substitutes</b>	
Cllr Richard Chattaway	Warwickshire County Council
Cllr Joy Allen**	Durham County Council
<b>Liberal Democrat ( 2 )</b>	
Cllr Lisa Brett (Deputy Chair)	Bath & North East Somerset Council
Cllr Anita Lower	Newcastle upon Tyne City Council
<b>Substitutes</b>	
Cllr Christopher Coleman**	Cheltenham Borough Council
<b>Independent ( 2 )</b>	
Cllr Philip Evans JP (Deputy Chair)	Conwy County Borough Council
Cllr Colin Mann	Caerphilly County Borough Council
<b>Substitutes</b>	
Cllr Goronwy Edwards**	Conwy County Borough Council
Cllr Clive Woodbridge**	Epsom and Ewell Borough Council

\*New Member

\*\*New Substitute

**Appendix C**

**Meeting Dates 2015/16**

<b>DAY (2015)</b>	<b>DATE</b>	<b>TIME</b>	<b>Room at Local Government House</b>
Monday	14 September 2015	11.00 – 13.00	Smith Square Rooms 1&2
Monday	7 December 2015	11.00 – 13.00	Rathbone Rooms 1&2
<b>DAY (2016)</b>			
Monday	22 February 2016	11.00 – 13.00	Smith Square Rooms 1&2
Monday	6 June 2016	11.00 – 13.00	Smith Square Rooms 1&2

## **Procedure for LGA appointments to outside bodies**

### **1. List of Outside Bodies**

- 1.1. It is the responsibility of the Boards to review the need for representation on outside bodies as part of their annual appointments process. Boards should:
  - 1.1.1. Ensure that the list of outside bodies reflects LGA priorities, both by ending appointments where these are not felt to be of value and by actively seeking representation on new organisations;
  - 1.1.2. Evaluate both the value of the LGA's relationship with the organisation and the level of LGA influence on that body; and
  - 1.1.3. Have consideration of when it is necessary to appoint a member representative and when an officer appointment would be more appropriate.
- 1.2. The Boards will submit a report to LGA Executive setting out their current list of outside bodies every year in October.

### **2. Political Proportionality**

- 2.1. As stated in the LGA Political Conventions:
- 2.2. *Every effort will be made to ensure that all groups recognised by the Association are fairly represented on outside bodies both numerically and in terms of the range/type of appointments made. Each Board or Panel responsible for making appointments should agree the means by which this is achieved ... Appointments to individual outside bodies should reflect political balance where possible, subject to the constraints set by the number of appointments to individual bodies.*
- 2.3. While the Boards are responsible for ensuring appointments are made in accordance with the LGA's political proportionality, the political group offices have oversight of this process through:
  - 2.3.1. Considering individual appointments in the context of all appointments to outside bodies across the organisation.
  - 2.3.2. Maintaining lists of members of Boards and other councillors willing to serve on outside bodies, together with details of their particular skills and experience.
  - 2.3.3. Discussing nominations to outside bodies with their members at the political group meetings preceding September Board meetings.
  - 2.3.4. Being kept informed of any additional appointments that arise during the course of the board cycle.
  - 2.3.5. Finding a representative if a Board is unable to secure an appointment.

### **3. Appointments**

- 3.1. Appointments will be agreed by each Board at their September meeting and will be time limited – set according to the outside body's governance arrangements.

- 3.2. The Member Support Officer will then write to each organisation notifying them of the appointment and requesting details of forthcoming meetings.
- 3.3. Certain appointments are made centrally and appointments are also made by LGE to negotiating bodies. While the process for making these appointments will be different, this information will be recorded on the central database and the same requirements for review and for support to members apply.

#### **4. Recording information about appointments**

- 4.1. A database of existing outside body appointments will be maintained centrally by the member support team, to include:
  - 4.1.1. Councillor details, including political party;
  - 4.1.2. Term of Office;
  - 4.1.3. A key contact at the organisation;
  - 4.1.4. Any allowances or expenses paid by the outside body; and
  - 4.1.5. Named LGA link officer.
- 4.2. The Member support team will add details of the appointment to the notes on the appointed councillor's Client Relationship Management (CRM) database entry and on the organisation's CRM entry.
- 4.3. The list of Outside Bodies, broken down by Board, will be published on the LGA website and details will also be added to each member's web profile. The member support team has responsibility for ensuring this is kept up to date.
- 4.4. This list will also include any 'member champions' – board members appointed to hold a particular portfolio area of responsibility within the LGA.

#### **5. LGA support for members appointed to Outside Bodies**

- 5.1. Members appointed to outside bodies must receive support from LGA officers in order to maximise their contributions to outside bodies, including being kept informed of key LGA lobbying messages. Support will therefore be provided in line with the following Scrutiny Panel recommendations, agreed by the LGA in 2003:
  - 5.1.1. For each Board making appointments to outside bodies, there should be a designated LGA member of staff to oversee the appointment process for that executive, including the provision of introductory briefing for new appointees.
  - 5.1.2. A named member of staff should be appointed as the liaison person for each outside body.
  - 5.1.3. Each Board should consider the need for induction support for appointees in relation to particular outside bodies.
  - 5.1.4. Where deputies or substitute representatives are appointed, they should also be made aware of arrangements for support and report back.
  - 5.1.5. Details of any financial support from either the LGA or the outside body should be provided for all appointees.
- 5.2. Programme team staff will oversee the appointment process and in most cases will provide the liaison officers for outside bodies linked to their Boards.



- 5.3. Member Support Officers will ensure that appointees receive a letter setting out the details of the appointment, term of office, future meeting dates, arrangements for expenses and the contact details of both the organisation's named contact and the LGA's link officer.
- 5.4. New appointees will receive an initial briefing on the work of the outside body and relevant LGA lobbying messages from the link officer and will also be kept informed of any arising policy issues and of other LGA contact with the organisation.

## **6. Mechanisms for feedback**

- 6.1. All appointees should be encouraged to provide updates to the link officer following meetings and when important issues arise.
- 6.2. All appointees, including non-board members, should be encouraged to feed into board 'other business' reports at every future Board meeting. Appointees who are not board members may also wish to attend a board meeting to report back.
- 6.3. Towards the end of each year, all appointees will be contacted by the Member Support Officer and invited to feed back their views of the appointment, in preparation for the Boards' annual review of appointments. This should cover how many meetings they have attended, how useful they feel their role has been, whether they wish to continue and whether they have any additional support needs.
- 6.4. The named contact at the outside body should also be contacted annually to confirm details of attendance and provide an update on any changes.

## **7. Expenses**

- 7.1. Reasonable travel and subsistence costs will be paid by the LGA for expenses incurred by a member appointee, whilst carrying out a representative role on an outside body on behalf of the LGA.
- 7.2. Expenses will be paid to members appointed to outside bodies, in line with the LGA Members' Allowances Scheme:

### ***Approved Duties for payment of Travel and Subsistence Costs***

- 7.3. *Approved duties (for payment of Travel & Subsistence) under the LGA scheme are:*
  - 7.3.1. *Attendance at meetings with Ministers, Government Departments or consultations with other bodies where members have been appointed by the Association;*
  - 7.3.2. *Attendance at receptions, visits, conferences, seminars or other functions where members have been appointed by the Association to attend in a representative role on behalf of the Association; and*
  - 7.3.3. *Attendance as the Association's appointed representative on any public body, charity, voluntary body or other organisation formed for a public purpose (and not for the benefit of its members).*
- 7.4. *Travel and subsistence costs for all other meetings should be met by member authorities.*

### **Travel and Subsistence Costs**

- 7.5. *The Association will reimburse rail fares on the basis of the standard fare. In exceptional circumstances, the Association will reimburse the first class fare, but this will be subject to certification of the claim form as to why travel by first class was necessary. It will also reimburse reasonable levels of subsistence. Receipts should always be provided for travel and subsistence claims. Where it is necessary for a member to use his or her own vehicle when on an approved duty on behalf of the Association, mileage will only be reimbursed to a maximum of the first class rail fare.*

### **Carers' Allowance**

- 7.6. *A carers' allowance of up to £6.31 per hour, (i.e. actual expenditure incurred up to a maximum of £6.31 per hour) will be paid for care of dependants whether children, elderly people or people with disabilities to those members who receive responsibility allowances for approved duties set out under paragraph 4, and to those members representing the LGA on outside bodies. The maximum period of the entitlement will be the duration of the approved duty and reasonable travelling time. The allowance will not be payable to a member of the claimant's own household. The carers' (reasonable) expenses will be paid.*

### **Payment of Travel & Subsistence Costs and Carers' Allowances**

- 7.7. *Members should initially claim travel and subsistence costs and the carers' allowance, as appropriate, from their authority. Authorities should then seek reimbursement from the Association on a quarterly basis.*
- 7.8. *Claims from authorities should be submitted promptly identifying clearly and fully the meeting to which the claim refers. (Reference to a meeting as "LGA, London" or "SSC" for example will not be sufficient and will delay re-imbursement of the claim).*

**Appendix E**

**Safer Communities Board: Outside Bodies**

<b>Organisation / contact details</b>	<b>Background</b>	<b>Representatives 2014/15</b>	<b>Allowances/ Expenses</b>	<b>LGA Contact Officer</b>
<p><b>Advisory Board for Female Offenders</b></p> <p>Contact: Hanifa Begum Tel: Email: <a href="mailto:cjwst@justice.gsi.gov.uk">cjwst@justice.gsi.gov.uk</a></p>	<p>The Board is a ministerial chaired board and meets quarterly to bring together key stakeholders and partners to provide expert advice and challenge around the multiple and often complex needs of female offenders.</p>	<p><b>1 place</b></p> <p>This is a new outside bodies appointment so there was not a member appointed in 2014/15</p>	<p>The LGA will cover reasonable travel and subsistence.</p>	<p>Mark Norris, Principal Policy Adviser 020 7664 3241 <a href="mailto:mark.norris@local.gov.uk">mark.norris@local.gov.uk</a></p>
<p><b>Criminal Justice Council (CJC)</b></p> <p>Contact: Paul Ansell Tel: 0203 334 6388 Email: <a href="mailto:paul.ansell@justice.gsi.gov.uk">paul.ansell@justice.gsi.gov.uk</a></p>	<p>The Council meets: to keep the criminal justice system under review; to advise the Government on the form and manner of implementation of criminal justice reforms and to make proposals to it for reform; to advise on the framing and implementation of a communication and education strategy for the criminal justice system.</p>	<p><b>1 place</b></p> <p>Cllr Joanna Gardner (Con)</p>	<p>Travel and subsistence expenses are paid for by the CJC.</p>	<p>Mark Norris, Principal Policy Adviser 020 7664 3241 <a href="mailto:mark.norris@local.gov.uk">mark.norris@local.gov.uk</a></p>
<p><b>Public Fundraising Regulatory Association</b></p>	<p>The Public Fundraising Regulatory</p>	<p><b>1 place</b></p>	<p>Travel and subsistence expenses are paid for by</p>	<p>Ian Leete, Adviser,</p>

<p><b>(PFRA)</b></p> <p>Contact: Carrie Freeland          Tel: 020 7401 8452          Email: <a href="mailto:carrie@pfra.org.uk">carrie@pfra.org.uk</a></p>	<p>Association is the charity-led self-regulatory membership body for all types of face-to-face fundraising (F2F). It negotiates voluntary agreements between councils and charities to manage the frequency and numbers of street fundraisers; as well as enforcing codes of conduct and behaviour.</p>	<p>Cllr Nick Worth          (Con)</p>	<p>the PFRA.</p>	<p>020 7664 3864  <a href="mailto:ian.leete@local.gov.uk">ian.leete@local.gov.uk</a></p>
<p><b>Better Regulatory Outcomes Group</b></p> <p>Contact: Lynne Howard          Email: <a href="mailto:lynne.howard@bis.gsi.gov.uk">lynne.howard@bis.gsi.gov.uk</a></p>	<p>Held approximately three times a year and attended by Chief Executives of national regulatory agencies. Chaired by Lord Curry as Chair of the Better Regulation Executive.</p>	<p><b>1 place</b></p> <p>Cllr Nick Worth          (Con)          South Holland DC</p> <p>This has generally been attended by officers in recent years.</p>	<p>The LGA will cover reasonable travel and subsistence.</p>	<p>Ellie Greenwood          0207 664 3219  <a href="mailto:ellie.greenwood@local.gov.uk">ellie.greenwood@local.gov.uk</a></p>
<p><b>Better Regulation Delivery Office Steering Group</b></p> <p>Contact: Lynne Howard          Email: <a href="mailto:lynne.howard@bis.gsi.gov.uk">lynne.howard@bis.gsi.gov.uk</a></p>	<p>Held twice a year and chaired by the Minister.</p>	<p><b>1 place</b></p> <p>Cllr Philip Evans          JP          (Ind)</p>	<p>The LGA will cover reasonable travel and subsistence.</p>	<p>Ellie Greenwood          0207 664 3219  <a href="mailto:ellie.greenwood@local.gov.uk">ellie.greenwood@local.gov.uk</a></p>

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<b>HMIC's interim Police Efficiency Effectiveness and Legitimacy crime inspection advisory group</b>	To provide advice and expertise from outside HMIC, and it will meet at key times during the development of the programme.	<b>1 place</b> Cllr Sophie Linden (Lab)	The LGA will cover reasonable travel and subsistence	Mark Norris, Principal Policy Adviser 020 7664 3241 <a href="mailto:mark.norris@local.gov.uk">mark.norris@local.gov.uk</a>

### Appointments to LGA bodies

#### Proportionality Figures 2015 / 2016

Members are asked to ensure that appointments for 2015/16 are in broad proportionality with the 18 Member political group makeup of the Board, which is as follows:

7 Labour, 7 Conservative, 2 Independent, 2 Liberal Democrat.

NB: Based on the LGA Political Proportionality Figures, no precise proportional spread of the 8 seat outside bodies allocation for 2015/16 is possible. However, the 7 seats should broadly be spread as follows:

3 Conservative, 2 Labour, 1 Independent, 1 Liberal Democrat.

**The LGA/APCC Strategic Partnership Board** has an additional 3 places which are shared 1 place per political group from within the LGA.

### Officer groups

Officers sit on the following outside bodies to support the Board's objectives:

- Surveillance Camera Commissioner's Advisory Council
- HMIC Domestic Abuse Reference Group
- Operational guidance strategy board (Fire)
- National Trading Standards Board
- National Licensing Forum
- Licensing and public health group
- BRDO Regulatory Excellence Forum
- HELA (Health and Safety Executive/Local Authority Enforcement Liaison Committee)
- Health and safety practitioner's forum

The following expert groups are coordinated by the LGA and comprise frontline officers from member councils:

- Licensing policy forum
- Environmental health forum
- Law and evidence forum (virtual)
- Community safety advisers' forum

## Appendix F

### **Safer and Stronger Communities Board**

**Board member champions, and support member champions, where required, take responsibility for a specified subject area or programme and act as spokesperson**

**This is in addition to any formal role representing the LGA on outside bodies.**

#### **Accountabilities**

- To be the main spokesperson for the LGA Safer and Stronger Communities Board (SSCB) in relation to a specified subject area or programme, including media interviews, writing articles and making speeches at appropriate events.
- To keep abreast of developments locally and nationally in relation to a specified subject area or programme.
- To attend residential conferences and other events initiated by the board, leading and chairing sessions as required.
- To engage actively with councils and groupings of councils to secure the views and involvement of the wider membership to inform the board's specific policy line on the specialist subject.
- To communicate back to the wider membership the work and successes of the board in relation to the specified subject or programme area.
- To lead/participate in task and finish groups set up to look in more detail at the specific areas of policy.
- To be the principal representative of the Board on that subject area or programme at meetings with partner bodies and other key decision-makers.

#### **Knowledge and Experience**

Member champions may be portfolio holders for that policy area in their home authorities or have experience/knowledge of, and special interest and commitment to, the policy area.

#### **Appointment and support**

The expectation is that the SSCB will review these roles at the start of the Board cycle every September, along with formal appointments to outside bodies.

Last year it was decided to have two member champions for each role to ensure that cover for LGA activity could be provided and helps councillors balance their activity with their commitments in their home authority.

As an LGA spokesperson, a champion speaks for the Association, and not one particular political Group.

Members will be assisted in their role by officers as capacity allows. This will include passing on invitations to meetings and events in good time, preparing briefings, taking notes of meetings, providing press lines and including agenda items for a wider Board discussion at key points to inform policy making.

### **Travel and expenses**

This role can require attendances at meetings in London and in other parts of the country.

Reasonable travel and subsistence costs will be paid by the LGA for expenses incurred by a member appointee whilst carrying out a representative role on behalf of the LGA.