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**LGA Independent Group performance protocol**

**for Group appointments to LGA governance structures**

**Introduction**

Each year the LGA Independent Group Executive agrees member appointments to various LGA and outside body governance structures. This is a competitive process where demand for appointments outweighs the number of positions available.

The members that are appointed play a vital role in ensuring that the work of the Independent Group is efficient, effective and makes a high-quality contribution to the work of the LGA.

**Support**

The Group Office, LGA officers and other Members are here to support you in your role as well as the think tank, which should be utilised to ensure you confidently have direct, on the ground intelligence from across our membership.

Each Board has an email group, otherwise known as a Think Tank, which enables interested members to contribute to discussions taking place at Board meetings. Lead Members are encouraged to share non-confidential papers with their think tank, ask for examples and gather views on new lines and responses as they develop.

**The protocol**

It is important that members representing the Independent Group across the governance structures do so in a consistent and effective manner, on behalf of the whole Group.

This performance protocol enables the Independent Group Executive to set out its clear expectations of appointees and to monitor performance throughout the year. In accepting an appointment, members are agreeing to act within the key principles set out below and deliver the monitoring outcomes.

The Independent Group Executive will review the performance of representatives against this protocol on a regular basis and where necessary, will challenge individuals who fall below the expected performance standards and have the final say on whether members continue in post.

**Key principles**

All appointments are reviewed annually. The current maximum term limit for new appointments is four years, unless otherwise stipulated.

Councillors appointed on behalf of the Independent Group are required to operate in accordance with the member code of conduct of their home local authority. In addition appointees are expected to abide by the following principles:

* Positively and reliably represent the LGA Independent Group as a whole, not just an individual council, group or party;
* Seek, articulate and channel the views of LGA Independent Group members across all affiliations;
* Demonstrate and promote the values of the LGA Independent Group – Integrity, Challenge, Collaboration and Responsiveness;
* Offer constructive questions, challenge and critique in policy development and decision-making;
* Explore and consider each issue on its merits informed by comprehensive evidence from a range of local authority areas;
* Make decisions based on developing the well-being of local communities;
* Encourage and foster collective debate with all councillors.

**Performance outcomes**

Appointees are expected to contribute the below as part of their role:

* Lead Members are to send a summary note after each meeting to the Head of the Independent Group office for wider circulation
* All members are expected to attend all relevant meetings. In exceptional circumstances where this is not possible, apologies should be given with at least 2 weeks’ notice to give the Group Office time to secure a substitute
* Substitute members are asked to hold all meeting dates, in case they are needed, and encouraged to attend at least one meeting within the year
* All members to provide relevant and effective contributions during meetings on behalf of the LGA Independent Group
* All members but particularly Lead Members to provide timely and pro-active contributions to briefings and consultation papers as requested;
* All members to foster engagement with the wider Group via the think tank
* Lead Members will be invited to attend a meeting with the Independent Group Executive to provide an update on activity
* Lead members will be asked to write an annual summary of activity for the Group’s annual report.

Last revised: July 2019

Next review of this document: July 2020