

LGA Board Roles

The LGA Labour Group appoints Labour members to sit on the [LGA's policy boards](#), which are responsible for developing a thorough understanding of council priorities in their policy area and helping to shape the LGA's policy positions and priorities.

LGA Boards hold up to five formal meetings a year (generally in London), each of which are preceded by a pre-meet for Labour members. Attendance at both the pre-meeting and the board meeting is compulsory, and it is monitored by the Labour Group Chief Whip, with unexplained absences likely to result in removal from the board.

Each board has a named LGA Labour Group lead member, who acts as Chair, Vice-Chair or Deputy Chair. They are considered the lead spokesperson in this policy area for the LGA Labour Group and are expected to be the main political contact with the relevant shadow Cabinet member in Parliament, and ensure effective communication and engagement with Labour in local government via a shadow Cabinet Sounding Board. LGA Labour board members are also expected to actively participate in the LGA Labour Group's engagement with Labour's front bench teams through membership of a Sounding Board.

The formal role descriptions of LGA are as follows:

Chair of the Board

Role

- To lead the members of the Board to set the priorities and forward plan in line with the LGA Business Plan, and to oversee its delivery.
- To secure the views and active involvement of the wider membership to inform the Board's priorities and policy lines.
- To direct the work of the Board in line with the priorities of the LGA taking into account the best use of resources
- In relation to the policy area(s) covered by the Board, to be the principal representative of the LGA, and of local government as a whole, at meetings with ministers, parliamentarians, partner bodies and other key decision-makers.
- To be the principal political spokesperson for the LGA, and for local government as a whole, in relation to those policy areas, including media interviews, writing articles and making speeches at appropriate events.
- To communicate to the wider LGA membership the work and successes of the Board.
- To chair Board meetings, one-day conferences and other events initiated by the board.
- To manage relationships with vice/deputy chairs, and Board members to secure consensus on the priorities and programme.
- To actively manage the roles and responsibilities across the Board to make best use of the talent and experience of Board members.
- To sit on the LGA Executive and report on the work of the Board.
- To attend Councillors' Forum and present the Chair's monthly activities report on behalf of the Board.

- To work as appropriate with other LGA boards, contributing to the wider development of LGA priorities.
- To make appointments to outside bodies relevant to the service area.

Travel and expenses

This role will require attendances at meetings in London and in other parts of the country. Reasonable travel and subsistence costs incurred by the Chairs of Boards in the discharge of their duties will be paid by the LGA.

Board and Panel vice/deputy chairs

Role

- To work with the chair and other Board members to develop the programme plan for the Board taking into account the availability and need to make best use of resources
- Where appropriate, to deputise for the chair of the Board in his/her role as principal representative of the LGA on the policy area(s) covered by the Board, including undertaking speaking engagements and media work.
- To lead/participate in task and finish groups set up to look in more detail at specific areas of policy
- To attend residential conferences and other events initiated by the Board, leading and chairing sessions as required.
- To chair meetings in the absence of the chair
- To fulfil all other responsibilities of a Board member, set out below
- To make appointments to outside bodies of relevance to the service area.

Travel and expenses

This role will require attendances at meetings in London and in other parts of the country. Travel and subsistence costs incurred in attending board meetings should be met by the member's home authority

Board and Panel members

Role

- To actively engage with councils and groupings of councils to secure the views and involvement of the wider membership to inform the Board's priorities and policy lines and act as an advocate for the LGA and its work.
- To work with the Chair, Vice and Deputy Chairs, to develop the programme plan for the Board taking into account the availability of and need to make best use of resources.
- To attend and actively participate in Board meetings
- To attend conferences and other events initiated by the Board.

- To read and understand all Board papers in advance of the meeting, and to keep abreast of all developments locally and nationally in relation to the policy areas covered by the Board.
- Where required, to take responsibility for a specified portfolio and act as spokesperson
- To take on appointments to outside bodies relevant to the policy area covered by the Board.

Travel and expenses

This role will require attendances at meetings in London and in other parts of the country. Travel and subsistence costs incurred in attending board meetings should be met by the member's home authority