

## **ROLE DESCRIPTION FOR EXECUTIVE ADVISORY BOARD MEMBERS**

### **2019/20 Meeting Year**

#### **Context**

The Local Government Association (LGA) is a politically led cross-party organisation, representing local authorities across England and Wales. Its membership includes English councils, fire and rescue authorities, the 22 Welsh councils in corporate membership through the Welsh LGA, National Parks Authorities and Parish/Town Councils via corporate membership with NALC.

The LGA has four Group Offices – Conservative, Labour, Liberal Democrat and Independent, with the latter providing support to independent members and smaller political groups. The LGA seeks wherever possible to work on the basis of consensus across all four groups.

The Executive Advisory Board provides strategic direction to the work of the LGA, having regard to any advice from the LGA Board and LGA Policy Boards, and the views of local government. In particular it is responsible for:

- Ensuring that the LGA is focused on councils and councillors and maintaining strong links to the wider membership.
- Setting the strategic direction and priorities for the LGA, taking into account the best use of resources, and ensuring overall delivery in a coordinated manner.
- Determining LGA policy as appropriate for cross-cutting policy issues e.g. local democracy.

The Executive Advisory Board meets 7 times per year and is made up of:

#### Voting members

- The Office Holders of the Association;
- The Chairs of the LGA Boards;
- One nominated representative of each of the regional groupings of councils and of the Welsh LGA; and
- Additional members to balance political proportionality.

#### Non-voting members

- Representatives of the County Council's Network, District Councils Network, Special Interest Group of Municipal Authorities and Local Partnerships.

## **Accountabilities**

- To engage with councils and groupings of councils to secure their views and involvement in developing the strategic direction and priorities for the LGA, taking into account the best use of resources.<sup>1</sup>
- To communicate back to the wider membership the work and achievements of the LGA and the Executive Advisory Board.
- To contribute to the development of LGA policy on cross-cutting policy issues such as finance, efficiency and local democracy, after consultation with member authorities.
- To attend and participate in meetings of the Executive Advisory Board.
- To attend conferences and other events as appropriate.
- To keep abreast of all developments locally and nationally in relation to the areas covered by the Executive Advisory Board.
- Where required, to take responsibility for a specified portfolio and act as spokesperson.

## **Expected time commitment**

Up to 7 hours, approximately seven times a year. (Excluding April and August.)

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

## **Remuneration**

### Representatives from Wales, regions and SIGs

Travel costs incurred in attending Executive Advisory Board meetings will be met by the LGA on production of receipts.

### LGA Office Holders and Board Chairs

Membership of the Executive Advisory Board is included within the allowance paid to Office Holders of the Association and Board Chairs.

### Balancing members

Receive an allowance of £2,841 if they hold no other LGA remunerated role.

All Executive Advisory Board Members in receipt of an allowance are required to complete a Register of Interest form and to update it annually, or when an individual's circumstances change.

Updated: April 2019

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<sup>1</sup> \* Board chairs to engage with members with an interest in their policy area.

\* Welsh and regional representatives to engage with members in their geographical area.

\* SIG representatives to engage with their membership.