

## General Assembly of the Local Government Association: FAQs

### 1. How often does the General Assembly meet?

The meeting is normally held once a year at a national venue, to coincide with the [LGA Annual Conference](#).

### 2. Given the situation with the Coronavirus, will the General Assembly Meeting and LGA Annual Conference still go ahead?

The LGA Conference has gone ahead, albeit virtually and has been a great success. The LGA will hold a [virtual General Assembly](#) meeting this year. An agenda with papers requiring decision by Members will be circulated by email on Wednesday 16 September 2020 and members will be invited to vote online until 5.00pm on **Wednesday 30 September 2020**.

### 3. What is the difference between the LGA General Assembly and the LGA Annual Conference?

The [General Assembly](#) is a formal meeting which is part of the [LGA's political governance structure](#). It normally meets annually and takes place alongside the LGA's Annual Conference. Membership of the General Assembly is restricted to elected members. Individual authorities in LGA membership directly appoint members to the General Assembly.

The [LGA Annual Conference](#) is the biggest event in the local government calendar and one of the most well-attended political conferences of the year. The event is essential for Council Leaders and Chief Executives, senior officers, lead members and policy makers across all services provided by local authorities. The conference regularly attracts high numbers from our partners across the wider public sector, the private and voluntary sectors. This year, because of the Coronavirus, the Conference has taken place with a series of virtual webinars.

### 4. What time is the LGA General Assembly meeting held?

The meeting is normally held before lunchtime on the first day of the Conference and precedes the formal opening of the Annual Conference. It usually lasts between 45 minutes and 2 hours. This year is the exception due to the Coronavirus.

### 5. What type of business is discussed?

The General Assembly acts as both the 'parliament of Local Government' and as a formal annual meeting (similar to a council AGM). It considers strategic policy issues of national significance to local government in the England and Wales, as well as formal business such as appointment of Offices Holders of the Association and the annual accounts.

### 6. What are the responsibilities of the LGA General Assembly?

The General Assembly is the only LGA decision making forum which all authorities in full membership are eligible to attend and to vote. Its responsibilities include:

- Debating motions submitted by local authorities in membership of the Association;
- Determining the terms of reference, delegated powers, size and political composition of the Association's governance structures;
- Electing the President and Office Holders of the Local Government Association;

- Noting Vice-President appointments;
- Receiving the audited accounts of the Association;
- Receiving an Annual Report from the Audit Committee.

**7. How do I register who will be representing my authority?**

Local Authority Leaders, Chief Executives and Democratic Services will have received a bulletin inviting them to appoint their representative/s to the General Assembly by submitting an online form. *Local Authorities **MUST** complete the online booking form in order to be able to vote.*

**8. How many votes does my authority have? How many members can attend from each council?**

All authorities in voting membership are entitled to a minimum of one vote and to appoint at *least* one (maximum of four) elected representative to the General Assembly. The basis for calculating this is set out in the [LGA Articles of Association and Governance Framework](#).

Your authorities' voting entitlement is available on the [registration form \(available via this link\)](#).

**9. What if my authority does not wish to nominate a representative?**

It is in councils' best interests to nominate as the Councillor is representing the authority, not the LGA, and will have a key vote. Voting will also take place this year via an online form.

**10. Can I find out who my authorities' previous representatives were?**

Yes. Records are kept for up to two years. Contact [Fatima.deabreu@local.gov.uk](mailto:Fatima.deabreu@local.gov.uk) for information.

**11. How should authorities' allocate their votes?**

Determining how appointments to the General Assembly are made, and deciding how votes are allocated between representatives, is entirely at the discretion of individual councils. However, as a cross party organisation, the Association encourages those authorities entitled to three or four representatives on the General Assembly to allocate one of those positions to Minority Group Leaders.

**12. Can authorities' send Observers and nominate Substitutes?**

Normally up to four observers can attend in addition to the main representative(s). Substitutes can replace elected members at the meeting providing the LGA's Member Services ([memberservices@local.gov.uk](mailto:memberservices@local.gov.uk)) is notified of this in writing, in advance of the day. Obviously, this will not be relevant for this year.

**13. What is the term of appointment for a member appointed to the General Assembly?**

The tenure is one year, beginning at the Annual Meeting in each year and ending immediately before the Annual Meeting in the following year, or with immediate effect if the individual ceases to be a councillor of a local authority, or if his/her authority ceases to be in membership of the Association.

**14. Do I need to reappoint members to other Boards / Forums at this stage?**

You only need to nominate directly to the LGA General Assembly. All appointments to our other governance structures are made by the LGA's political group offices at the LGA.

**15. Want further Information?**

LGA General Assembly: [memberservices@local.gov.uk](mailto:memberservices@local.gov.uk)

LGA Annual Conference: [events@local.gov.uk](mailto:events@local.gov.uk)

## Appendix A: How is the voting entitlement for Authorities devised?

### District Councils

All district councils are entitled to **one** vote and to appoint **one** representative.

### County Councils

County councils are entitled to **votes equal to the number of district councils in their area** and to appoint **representatives equal to their number of votes up to a maximum of four representatives**.

### Unitary Authorities (metropolitan districts, London boroughs and the English and Welsh unitary authorities in full membership)

These authorities are entitled to **votes on the basis of population bands\*** as set out in Table A overleaf and to appoint **representatives equal to their number of votes or four representatives whichever is the lesser**.

### Corporate Members

On the election of LGA Chair, Vice-Chairs and Deputy Chairs under Article 21 and on questions of estimated expenditure and subscriptions under Article 23 of the [LGA Articles of Association and Governance Framework](#), each corporate member is entitled to **one vote**.

**On issues of direct relevance to their statutory duties and responsibilities**, Corporate Authorities are entitled to **votes on the basis of population\* bands** as set out in Table A overleaf.

Authorities in voting associate membership are entitled to appoint **representatives equal to their number of service votes or four representatives whichever is the lesser**.

### Welsh Authorities in corporate membership

On the election of LGA Chair, Vice-Chairs and Deputy Chairs under Article 21 and on questions of estimated expenditure and subscriptions under Article 23.4 of the [LGA Articles of Association and Governance Framework](#), each corporate member is entitled to **one vote**.

**On non-devolved matters directly relevant to their statutory duties and responsibilities**, each authority is entitled to votes **on the basis of population bands** as set out in Table A overleaf.

*The population for this purpose is as given in the latest figures published by the Registrar General before convening of the Annual Meeting.*

**TABLE A**

Authorities' entitlement to **votes - on the basis of population bands**

| <b>Population</b> | <b>Votes</b> |
|-------------------|--------------|
| 1-100,000         | 2            |
| 100,001-150,000   | 3            |
| 150,001-200,000   | 4            |
| 200,001-300,000   | 5            |
| 300,001-400,000   | 7            |
| 400,001-500,000   | 9            |
| 500,001-600,000   | 11           |
| 601,000-700,000   | 13           |
| 700,001-800,000   | 15           |
| 800,001 plus      | 17           |