

## **LGA Independent Group Performance Protocol for Group appointment to LGA governance structures**

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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 from members 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.

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 has been put together to enable the Independent Group Executive to set out 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 that fall below the expected performance standards.

Where members bring the Group or LGA into disrepute or do not fulfil their role, the Group Executive have the final say on whether members continue in post.

All appointments are reviewed annually.

## **Key Principles**

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
- Work effectively with LGA and LGA Independent Group Officers.

## **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
- In line with LGA protocol, members who miss two meetings without good reason and timely apologies, and in the case of Regional Peers fail to submit two peer logs, may lose their position and have their allowance stopped
- All members are to provide relevant and effective contributions during meetings on behalf of the LGA Independent Group
- Lead Members to provide timely and pro-active contributions to and sign-off of LGA reports, briefings and consultation responses as requested;
- All Members, but particularly Lead Members, are to foster engagement with the wider Group via the relevant Independent Group think tank
- Lead Members may 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
- Substitute Members are asked to hold meeting dates in their diary so they are available to cover if requested.