**Membership and Terms of Reference for 2017/2018**

**Purpose**

For discussion and decision.

**Summary**

For members to note the membership and agree the Terms of Reference of the Board for 2017/18.

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| **Recommendation**   |  | | --- | | That the People and Places Board note its membership and agree its Terms of Reference. |   **Action**  Officers respond accordingly to members’ direction. |

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| **Contact officer:** | Eleanor Reader-Moore |
| **Position:** | Assistant Member Services Manager |
| **Phone no:** | 020 7664 3383 |
| **E-mail:** | [eleanor.reader-moore@local.gov.uk](mailto:eleanor.reader-moore@local.gov.uk) |

**People & Places Board – Membership 2017/2018**

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| **Councillor** | **Authority** |
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| **Conservative (14)** |  |
| Cllr Mark Hawthorne MBE (Chairman) | Gloucestershire County Council |
| Cllr Gillian Brown (Vice Chairman) | Arun District Council |
| Cllr Ralph Bagge | South Bucks District Council |
| Cllr Derek Bastiman | Scarborough Borough Council |
| Cllr Deborah Croney | North Dorset District Council |
| Cllr Tom Fitzpatrick | North Norfolk District Council |
| Cllr Keith Glazier | East Sussex County Council |
| Cllr Charlotte Haitham Taylor | Wokingham Borough Council |
| Cllr Ian Hudspeth | Oxfordshire County Council |
| Cllr Daniel Humphreys | Worthing Borough Council |
| Cllr Peter Jackson | Northumberland Council |
| Cllr Harvey Siggs | Mendip District Council |
| Cllr Rob Waltham MBE | North Lincolnshire Council |
| Cllr Steve Count | Cambridgeshire County Council |

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| ***Substitutes*** |  |
| Cllr Adrian Hardman | Worcestershire County Council |
| Cllr Kenneth Meeson | Solihull Metropolitan Borough Council |

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| **Labour (4)** |  |
| Cllr Anne Western CBE (Deputy Chair) | Derbyshire County Council |
| Cllr Azhar Ali | Lancashire County Council |
| Cllr Vince Maple | Medway Council |
| Cllr Leigh Redman | Somerset County Council |

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| ***Substitutes*** |  |
| Cllr Lesley Williams MBE | Gloucestershire County Council |
| Cllr Alan Waters | Norwich City Council |

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| **Liberal Democrat (2)** |  |
| Cllr Heather Kidd (Deputy Chair) | Shropshire Council |
| Cllr Sarah Osborne | Lewes District Council |
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| ***Substitutes*** |  |
| Cllr Stan Collins | South Lakeland District Council |

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| **Independent (2)** |  |
| Cllr Bob Jennings (Deputy  Chair) | Epping Forest District Council |
| Cllr Helen Grant | North Yorkshire County Council |

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| ***Substitutes*** |  |
| Cllr Robin Julian | Devon County Council |

**People and Places Board - Terms of Reference 2017/2018**

1. The People and Places Board represents the interests of non-metropolitan authorities. Its remit includes place-based inclusive growth with a particular emphasis on the needs of more rural areas, devolution, the implications of Britain’s departure from the European Union for non-metropolitan areas, digital connectivity, skills and employment support, public service reform and wider issues relating to place-based leadership.
2. The Board should seek to involve councillors in supporting the delivery of these priorities (through task groups, Special Interest Groups (SIGs), regional networks and other means of wider engagement); essentially operating as the centre of a network connecting to all urban councils and drawing on the expertise of key advisors from across the sector.
3. The People and Places Board’s responsibilities include:
   1. Ensuring the priorities of councils are fed into the business planning process.
   2. Developing and overseeing a work programme to deliver the business plan against agreed priorities relevant to their brief, covering lobbying, campaigns, research, improvement support in the context of the strategic framework set by Improvement & Innovation Board, and events, linking with other boards where appropriate.
   3. Sharing good practice and ideas to stimulate innovation and improvement.
   4. Representing and lobbying on behalf of the LGA including making public statements on its area of responsibility.
   5. Building and maintaining relationships with key stakeholders.
   6. Involving representatives from councils in its work, through task groups, Commissions, SIGs, regional networks and mechanisms.
   7. Commissioning LGA officers and resources, where appropriate, to respond to specific issues referred to the Board by one or more member councils or groupings of councils.
4. The People and Places Board may:
   1. Appoint members to relevant outside bodies in accordance with the Political Conventions.
   2. Appoint member champions from the Board to lead on key issues, with responsibility for liaising with portfolio holders on key issues that require rapid response/contact with councils.

**Work Programme**

1. The Board to set its own work programme which is agreed at the start of each meeting cycle in early Autumn.

**Quorum**

1. One third of the members, provided that representatives of at least 2 political groups represented on the bodyare present.

**Political Composition**

1. The composition by political party is recalculated each year and reflects the political proportionality of the wider group of councils from which their membership is drawn. The current composition is:

Conservative group: 14 members

Labour group: 4 members

Independent group: 2 members

Liberal Democrat group: 2 members

1. Substitute members from each political group may also be appointed.

**Frequency per year**

1. Meetings to be held five times per annum.

**Reporting Accountabilities**

1. The LGA Executive provides oversight of the Board. The Board may report periodically to the LGA Executive as required, and will submit an annual report to the Executive’s July meeting.