

Improvement and Innovation Board: Terms of Reference 2018/2019

1. The purpose of the Improvement and Innovation Board is to support councils' continuous improvement and the use of innovation to best serve the interests of their communities. The Board provides strategic oversight of all the Local Government Association's (LGA) policy and improvement activity in relation to councils improving their performance and productivity - in line with the LGA priorities and the Memorandum of Understanding with MHCLG regarding MHCLG funding for sector led improvement. The IDeA Board is formally accountable to MHCLG for the use of the grant funding.
2. In doing so, it will work closely with the LGA Boards on the performance of the sector in their subject areas and the arrangements they are putting in place to provide improvement support. The Board will provide an overarching framework for the sector's work on sector-led improvement. It will maintain strategic oversight of improvement support provided by LGA Boards and other sector owned bodies (for example successor bodies to the regional improvement and efficiency partnerships (RIEPs) and Boards set up for specific services) and provide guidance and advice as new support offers are developed.
3. Boards should seek to involve councillors in supporting the delivery of these priorities. This can be through task groups, special interest groups (SIGs), regional networks and other means of wider engagement. They are operating essentially as the centre of a network connecting to all councils and drawing on the expertise of key advisors from the sector.
4. The Improvement and Innovation Board will be responsible for:
 - 4.1 Developing a thorough understanding of council priorities and performance across the width of councils' responsibilities, using strong networks and robust information.
 - 4.2 Helping to shape the LGA Business plan by ensuring the priorities of the sector are fed into the process.
 - 4.3 Overseeing a programme of work to deliver the strategic priorities set by the LGA Executive, covering campaigns, research and/or policy, good practice, improvement support and events - as specified in the business plan and in the Memorandum of Understanding with MHCLG - and taking into account linkages with other policy boards where appropriate. The programme of work focuses around the following priority areas agreed by the Improvement and Innovation Board: Leadership; Improvement (challenge and support from peers); Accountability and Transparency/sharing practice; Productivity and Efficiency; Innovation.

4.4 Representational activities on behalf of the LGA and responsibility for the promulgation of activity through public statements in its areas of responsibility. MHCLG grant funding for improvement will only be used for the purpose set out in the MoU and will not be used to lobby parliament, government or political parties.

4.5 Building and maintaining effective relationships with key stakeholders.

5. The Improvement and Innovation Board may:

5.1 Appoint members to relevant Outside Bodies in accordance with guidance in the Political Conventions.

5.2 Appoint member 'champions' where appropriate (who must be a current member of the Board) on key issues, with responsibility for liaising with lead members on key issues that require rapid response and contact with councils.

Quorum

6. Quorum is one third of the members, provided that representatives of at least 2 political groups represented on the body are present.

Political Composition

7. The Political composition of the Improvement and Innovation Board is as follows;

7.1	Conservative group:	8 members
7.2	Labour group:	7 members
7.3	Liberal Democrat group:	2 members
7.4	Independent group:	1 members

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

Frequency per year

9. Meetings to be held five times per annum.

Reporting Accountabilities

10. The Board will report annually to the LGA Executive at the July meeting.