**Membership and Terms of Reference for 2016/2017**

**Purpose**

For discussion and decision.

**Summary**

For members to note the membership and agree the Terms of Reference of the Board for 2016/17.

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| **Recommendation:**  Members note the membership of the board and agree the Terms of Reference.  **Action:**  Officers respond accordingly to members’ direction. |

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**Position:** Member Services Officer

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**Membership 2016/2017**

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| **Councillor** | **Authority** |
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| **Conservative ( 12)** |  |
| Cllr Mark Hawthorne MBE (Chairman) | Gloucestershire County Council |
| Cllr Gillian Brown (Vice Chairman) | Arun District Council |
| Cllr Philip Atkins OBE | Staffordshire County Council |
| Cllr Derek Bastiman | Scarborough Borough Council |
| Cllr Roger Blaney | Newark & Sherwood District Council |
| Cllr Paul Carter CBE | Kent County Council |
| Cllr Chris Hayward | Hertfordshire County Council |
| Cllr Daniel Humphreys \* | Worthing Borough Council |
| Cllr Kenneth Meeson | Solihull Metropolitan Borough Council |
| Cllr John Osman | Somerset County Council |
| Cllr Blake Pain \* | Harborough District Council |
| Cllr Ken Turner \* | Pendle Borough Council |

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| ***Substitutes*** |  |
| Cllr Philip Ham \* | Mendip District Council |
| Cllr Robin Howe \* | Huntingdonshire District Council |
| Cllr Chris Saint \* | Stratford-on-Avon District Council |

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| **Labour ( 4)** |  |
| Cllr Michael Payne (Deputy Chair) \* | Gedling Borough Council |
| Cllr Vince Maple | Medway Council |
| Cllr Jennifer Mein | Lancashire County Council |
| Cllr Caitlin Bisknell | Derbyshire County Council |

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| ***Substitutes*** |  |
| Cllr Leigh Redman | Somerset County Council |
| Cllr Frank Radcliffe | North Hertfordshire District Council |

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| **Independent ( 3)** |  |
| Cllr John Pollard (Deputy Chair) | Cornwall Council |
| Cllr Chris Townsend | Surrey County Council |
| Cllr Amanda Martin | Council of the Isles of Scilly |

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| ***Substitutes*** |  |
| Cllr Helen Grant | North Yorkshire County Council |

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| **Liberal Democrat ( 3)** |  |
| Cllr Heather Kidd (Deputy Chair) | Shropshire Council |
| Cllr Stan Collins | South Lakeland District Council |
| Cllr Sarah Osborne | Lewes District Council |
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| ***Substitutes*** |  |
| Cllr David Bill MBE | Leicestershire County Council |

\* Newly appointed to this governance structure for 2016/17 meeting year.

**Terms of Reference: People and Places Board**

1. **The People and Places Board provides a forum for local authorities that are not metropolitan to debate economic growth and public service transformation in their areas.**

**Remit**

1. The People and Places Board brings together senior and authoritative elected members from non-metropolitan authorities (county, district/borough, and non-metropolitan unitary councils), and is reflective of those in Combined Authorities or seeking devolution deals.
2. The remit of the Board is to develop greater clarity on the role of non-metropolitan authorities in enabling economic growth for the long-term benefit of residents, including how devolution and transformation of public services can support this. The Board considers how planning and infrastructure provision, publicly-funded skills and employment programmes, digital connectivity and housing might be better-deployed in a non-metropolitan setting to drive growth, as well as how people services and health and care integration, together with greater use of pooled funding, might help to drive transformation in services.

**Operational accountabilities**

1. The Board will seek to involve councillors in supporting the delivery of these priorities (through Forums, policy grouping, Special Interest Groups (SIGs), regional networks and other means of wider engagement); essentially operating as the centre of a network connecting to all councils and drawing on the expertise of key advisors from the sector.
2. The People and Places Board will be responsible for:
   1. Ensuring the priorities of councils are fed into the business planning process.
   2. Developing and overseeing a work programme to deliver their brief, covering lobbying, campaigns, research, improvement support and events and 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 areas 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.
3. The People and Places Board may:
   1. Appoint members to relevant outside bodies in accordance with the Political Conventions.
   2. Appoint member champion and spokespersons from the Board to lead on key issues.

**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 draw. The current composition is:
   1. Conservative group: 12 members
   2. Labour group: 4 members
   3. Independent group: 3 members
   4. Liberal Democrat group: 3 members
2. Substitute members from each political group may also be appointed.

**Frequency per year**

1. Meetings to be 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.