**Membership and terms of reference for 2018/19**

**Purpose**

For discussion and decision.

**Summary**

For members to note the membership and agree the Terms of Reference of the Board for 2018/19.

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

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**Improvement & Innovation Board – Membership 2018/2019**

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| **Councillor** | **Authority** |
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| **Conservative (9)** |  |
| Cllr Peter Fleming OBE (Chairman) | Sevenoaks District Council |
| Cllr Paul Bettison OBE | Bracknell Forest Borough Council |
| Cllr Steve Count | Cambridgeshire County Council |
| Cllr Charlotte Haitham Taylor | Wokingham Borough Council |
| Cllr Donna Jones JP | Portsmouth City Council |
| Cllr Robert Light | Kirklees Metropolitan Council |
| Cllr Laura Miller | Purbeck District Council |
| Cllr Damian White | Havering London Borough Council |
| Cllr Glen Sanderson JP (Observer) | Northumberland Council |

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| ***Substitutes*** |  |
| Cllr Kelham Cooke | South Kesteven District Council |
| Cllr Lynne Duffy | Wychavon District Council |
| Cllr Angelique Foster | Derbyshire County Council |
| Cllr Phil North | Test Valley Borough Council |

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| **Labour (8)** |  |
| Cllr Judi Billing MBE (Deputy Chair) | North Hertfordshire District Council |
| Cllr Joy Allen | Durham County Council |
| Cllr Phil Davies | Wirral Metropolitan Borough Council |
| Cllr Tudor Evans OBE | Plymouth City Council |
| Cllr Abdul Jabbar MBE | Oldham Metropolitan Borough Council |
| Cllr Vince Maple | Medway Council |
| Cllr Alice Perry | Islington Council |
| Sir Stephen Houghton CBE (Observer) | Barnsley Metropolitan Borough Council |

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| ***Substitutes*** |  |
| Cllr Olivia Blake | Sheffield City Council |
| Cllr Jason Brock | Reading Borough Council |
| Cllr Amy Cross | Blackpool Council |

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| **Liberal Democrat (3)** |  |
| Mayor Dave Hodgson MBE (Vice-Chair) | Bedford Borough Council |
| Cllr Liz Green | Kingston upon Thames Royal Borough Council |
| Cllr Alan Connett (Observer) | Teignbridge District Council |

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| ***Substitutes*** |  |
| Cllr Cherry Beath | Bath & North East Somerset Council |

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| **Independent (2)** |  |
| Cllr Ron Woodley (Deputy Chair) | Southend-on-Sea Borough Council |
| Cllr Mike Haines (Observer) | Teignbridge District Council |

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| ***Substitutes*** |  |
| Cllr Paul Cullen | Richmondshire District Council |
| Cllr Neil Prior | Pembrokeshire County Council |

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| **Observers** |  |
| Mr Richard Priestman | Local Government Improvement and Development (Improvement and Development Agency Company Board) |
| Mr Philip Sellwood | Energy Saving Trust (Improvement and Development Agency Company Board) |

**Improvement and Innovation Board: Terms of Reference 2018/2019**

1. The purpose of the Improvement and Innovation Board is to provide 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:
   1. Developing a thorough understanding of council priorities and performance across the width of councils' responsibilities, using strong networks and robust information.
   2. Helping to shape the LGA Business plan by ensuring the priorities of the sector are fed into the process.
   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. 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.
   5. Building and maintaining effective relationships with key stakeholders.
5. The Improvement and Innovation Board may:
   1. Appoint members to relevant Outside Bodies in accordance with guidance in the Political Conventions.

* 1. 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**

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

**Political Composition**

1. The Political composition of the Improvement and Innovation Board is as follows;
   1. Conservative group: 9 members
   2. Labour group:                         8 members
   3. Liberal Democrat group:         3 members
   4. Independent group: 2 members
2. 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 Board will report annually to the LGA Executive at the July meeting.