**Membership and terms of reference for 2020/21**

**Purpose**

For decision.

**Summary**

For members to note the membership and agree the Terms of Reference of the Board for 2020/21.

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| **Recommendations**  That the Improvement and Innovation Board:   1. note its membership; 2. agree its Terms of Reference.   **Actions**  Board Members to direct.­­­ |

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**Improvement & Innovation Board – Membership 2020/21**

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| **Councillor** | **Authority** |
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| **Conservative (8)** |  |
| Cllr Peter Fleming OBE (Chairman) | Sevenoaks District Council |
| Cllr Philip Broadhead | Bournemouth, Christchurch and Poole Council |
| Cllr Carl Les | North Yorkshire County Council |
| Cllr Nigel Ashton | North Somerset Council |
| Cllr Laura Miller | Dorset County Council |
| Cllr Damian White | Havering London Borough Council |
| Cllr Phil North | Test Valley Borough Council |
| Lord Gary Porter CBE (Observer) | South Holland District Council |

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| ***Substitutes*** |  |
| Cllr Kelham Cooke | South Kesteven District Council |
| Cllr Rory Love OBE | Kent County Council |
| Cllr Phil Murphy | Monmouthshire County Council |

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| **Labour (8)** |  |
| Cllr Judi Billing MBE (Deputy Chair) | North Hertfordshire District Council |
| Cllr Alice Perry | Islington Council |
| Cllr Joy Allen | Durham County Council |
| Cllr Asma Begum | Tower Hamlets Council |
| Cllr Vince Maple | Medway Council |
| Cllr Oliver Ryan\* | Tameside Metropolitan Borough Council |
| Cllr Andrew Western | Trafford Metropolitan Borough Council |
| Sir Stephen Houghton CBE (Observer) | Barnsley Metropolitan Borough Council |

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| ***Substitutes*** |  |
| Cllr Miranda Williams | Royal Borough of Greenwich |
| Cllr Anthony McKeown\*\* | High Peak Borough Council |
| Cllr Tom Coole | Gloucester City Council |

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

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| ***Substitutes*** |  |
| Cllr Caroline Leaver | North Devon Council Council |

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| **Independent (3)** |  |
| Cllr Neil Prior (Deputy Chair) | Pembrokeshire County Council |
| Cllr Wayne Davies | Redcar & Cleveland Borough Council |
| Cllr Mike Haines (Observer) | Teignbridge District Council |

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| ***Substitutes*** |  |
| Cllr Alex Coley | Epsom & Ewell Council |
| Cllr Jo Beavis | Braintree District Council |

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| **Observers** |  |
| Mr Richard Priestman | Independent Observer |
| Mr Philip Sellwood CBE | Independent Observer |

\*\* - new substitute Board member; \* - new Board member

**Improvement and Innovation Board: Terms of Reference 2020/21**

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.

**Equalities Advocate**

1. The Executive Advisory Board have asked each Board to identify a member to be an Equalities Advocate to raise the profile of any equalities issues within that Board’s workstream. The advocates will work together to coordinate the messaging across the organisation and to report back to the Executive Advisory Board. Due to this cross-board work the decision has been made that these appointments should be politically-balanced and therefore LGA Group Offices will be making appointments for each board over the next few weeks.

**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 (including political observers);
   1. Conservative group: 8 members
   2. Labour group:                         8 members
   3. Liberal Democrat group:         3 members
   4. Independent group: 3 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.