

Membership, terms of reference and board priorities for 2021/22

Purpose

For decision.

Summary

For members to note the membership and agree the Terms of Reference of the Board for 2021/22.

Recommendations

That the Improvement and Innovation Board:

1. note its membership;
2. agree its Terms of Reference
3. note its priorities for the coming year.

Actions

Board Members to direct.

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Improvement & Innovation Board – Membership 2021/22

| Councillor | Authority |
|--------------------------------------|---------------------------------------------|
| 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 Alan White | Staffordshire County Council |
| Cllr Phil North | Test Valley Borough Council |
| Lord Gary Porter CBE (Observer) | South Holland District Council |
| Substitutes | |
| Cllr Derek Bastiman | Scarborough Borough Council |
| Cllr Kam Kaur | Warwickshire County Council |
| Cllr Bruce Laughton | Nottinghamshire County Council |
| Labour (8) | |
| Cllr Judi Billing MBE (Deputy-Chair) | North Hertfordshire District Council |
| Cllr Alice Perry | Islington Council |
| Cllr Peter Mason | Ealing Council |
| Cllr Asma Begum | Tower Hamlets Council |
| Cllr Vince Maple | Medway Council |
| Cllr Oliver Ryan | Tameside Metropolitan Borough Council |
| Cllr Tim Roca | Westminster City Council |
| Sir Stephen Houghton CBE (Observer) | Barnsley Metropolitan Borough Council |
| Substitutes | |
| Cllr Steve Norman | Lichfield District Council |
| Cllr Anthony McKeown | High Peak Borough Council |
| tbc | |
| Liberal Democrat (3) | |
| Cllr Liz Green (Vice-Chair) | Kingston upon Thames Royal Borough Council |
| Mayor Peter Taylor | Watford Borough Council |
| Cllr Alan Connett (Observer) | Teignbridge District Council |
| Substitutes | |
| Cllr Paul Crossley | Bath & North East Somerset Council |
| Independent (3) | |
| Cllr Neil Prior (Deputy-Chair) | Pembrokeshire County Council |
| Cllr Alex Coley | Epsom & Ewell Council |
| Cllr Mike Haines (Observer) | Teignbridge District Council |
| Substitutes | |

07 October 2021

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| Cllr Jo Beavis | Braintree District Council |
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| Observers | |
| Mr Richard Priestman | Independent Observer |
| Mr Philip Sellwood CBE | Independent Observer |
| New Board member | |

Improvement and Innovation Board: Terms of Reference 2021/22

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 grant determination letter agreed with the Department for Levelling Up, Housing and Communities (DLUHC)—formally, MHCLG—regarding the agreed funding for sector led improvement. The IDeA Board is formally accountable to DLUHC 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 grant determination letter with DLUHC - 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); Climate Change / Sharing Practice; Transparency, 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. DLUHC grant funding for improvement will only be used for the purpose set out in the grant determination letter 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.

Priorities and Agenda

6. The work programme for the Board is informed by the improvement programme set out in the grant determination letter agreed with DLUHC and wider improvement needs of the sector. Within this framework, the Board will help to lead the agenda for local government by responding to sector needs and supporting authorities to respond to challenges affecting local government. It will also support the overall objectives of the organisation, as set out in the LGA's Business Plan.
7. The agenda for Board meetings will be guided by the priorities outlined above and includes the following standing and rotating items:
 - 7.1 Updates on progress delivered against the grant determination letter, provided at Board meetings least four times during the financial year.
 - 7.2 Regular programme updates from across the priority areas outlined at 4.3: Leadership; Improvement (challenge and support from peers); Climate Change / Sharing Practice; Transparency, Productivity and Efficiency; Innovation. Updates from each priority area should take place at least twice during the financial year.
 - 7.3 At the Board meeting preceding the LGA conference, Members will have an opportunity to shape improvement events at the LGA conference, including the Innovation Zone.
 - 7.4 An improvement update on the LGA conference at the Board meeting following the LGA conference.
8. Equalities, diversity and inclusion implications should be considered for all agenda items.

Equalities Advocate

9. 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 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. The Equalities Advocate for the Improvement & Innovation Board is Cllr Liz Green.

Quorum

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

Political Composition

11. The Political composition of the Improvement and Innovation Board is as follows (including political observers);

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|------|-------------------------|-----------|
| 11.1 | Conservative group: | 8 members |
| 11.2 | Labour group: | 8 members |
| 11.3 | Liberal Democrat group: | 3 members |
| 11.4 | Independent group: | 3 members |

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

Frequency per year

13. Meetings to be held five times per annum.

Reporting Accountabilities

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