**Terms of Reference and Membership**

**Purpose**

For discussion and direction.

**Summary**

For members to note the Board membership (set out on the page before the agenda in this pack) and the Board’s Terms of Reference (**Appendix A).**

Members are also invited to note the attached update on arrangements relating to the role of the Innovation and Improvement Board (**Appendix B**).

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| **Recommendation**Members note the membership and the Terms of Reference of the Board.**Action**Officers respond accordingly to Members’ direction. |

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**Appendix A: Terms of Reference**

1. The purpose of the Environment, Economy, Housing and Transport Board is to provide strategic oversight of the LGA's policy, regulatory and improvement activity in relation to the economy and environment, including transport, employment and skills, economic development and business support, housing, planning, waste and climate change, in line with the LGA priorities and any specific regulatory and LGA European lobbying priorities as they relate to this activity.
2. Boards should seek to involve councillors in supporting the delivery of these priorities (through task groups, Special Interest Groups (SIGs), regional networks and other means of wider engagement) operating as the centre of a network connecting to all councils and drawing on the expertise of key advisors from the sector.
3. The responsibilities of the Environment, Economy, Housing and Transport Board include:
4. Ensuring the priorities of councils are fed into the business planning process.
5. Developing a work programme to deliver the business plan priorities relevant to their brief, covering lobbying, campaigns, research, improvement support and events and linking with other boards where appropriate.
6. Sharing good practice and ideas to stimulate innovation and improvement.
7. Representing and lobbying on behalf of the LGA including making public statements on its areas of responsibility.
8. Building and maintaining relationships with key stakeholders.
9. Involving representatives from councils in its work, through task groups, Commissions, SIGs, regional networks and mechanisms.
10. Responding to specific issues referred to the Board by one or more member councils or groupings of councils.
11. The Environment, Economy, Housing and Transport Board may:
12. Appoint members to relevant outside bodies in accordance with the Political Conventions.
13. Appoint member champions from the Board to lead on key issues.

**Appendix B: Statement relating to the role of the Improvement and Innovation Board**

**Supporting Councils’ improvement**

1. Leading members from LGA Boards and members of the Improvement and Innovation Board participated in a workshop on 2 June 2014 to discuss the sector led improvement and the role of the LGA Boards in the light of the outcome of the LGA Governance review that the Improvement and Innovation Board should take responsibility for all improvement activity.
2. At the workshop members felt that the Improvement and Innovation Board should hold an “overarching” umbrella remit on LGA improvement activity, providing the strategic framework for sector led improvement and maintaining oversight of the support provided. Individual Boards would continue to lead on improvement activities and support within their “service” areas. This approach builds on the expertise already held by existing Boards and the established linkages/relationships already developed at political and officer level.
3. In order to give effect to this and to help the Improvement and Innovation Board develop and maintain a strategic overview, the Board agreed on 15 July that:
4. officers be asked to coordinate the flow of business through the Boards so that the Improvement and Innovation Board is invited to express strategic views about any significant improvement issues before other Boards;
5. during the year the Improvement and Innovation Board receives suitably timed progress reports on the major improvement programmes, for example:
* Children’s: around the Annual Ofsted report
* Corporate/Finance: around Budget time
* Adults/Health: around the annual TEASC report of performance
1. Relevant Board Chairs would be invited to attend Improvement and Innovation Board meetings as far as possible.
2. The Improvement and Innovation Board meets towards the end of each quarterly cycle of meetings so it can consider any significant issues put before other Boards and then report back to Boards at their next meeting.
3. It is not the intention that these arrangements should limit or delay the work of individual Boards but that our approach to supporting councils’ improvement across a wide range of subject areas should be consistent and coherent and that the lessons we learn about what works for improvement in one area should inform our wider approach. The Improvement and Innovation Board will take updates on service improvement issues from time to time and would need to be involved, for example, if there was any suggestion of moving away from our core principles of sector led improvement in any area.
4. The Improvement and Innovation Board has also agreed to review and refresh our current approach to sector led improvement in the light of the recent evaluation and in the context of the forthcoming General Election. The Board will be keen to engage councils and a wide range of stakeholders in this process, including other LGA Boards.
5. In addition the Leadership Board on 16 July approved the LGA campaigns for 2014/15, including a campaign on sector led improvement. This will provide an opportunity for the LGA to refresh the way it communicates councils’ improvement and our efforts to support them.