

## Terms of reference

### Purpose of report

*For decision.*

### Summary

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. Members are asked to review and agree the Board's terms of reference.

Lead members asked officers to look at how climate, environmental and sustainability issues were being handled across the LGA, and this paper includes some options for members' consideration.

Is this report confidential? Yes  No

#### Recommendation/s

*Members are asked to agree the People and Places Board's terms of reference.*

#### Action/s

*Member services officers to record and publish the agreed ToR.*

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## Terms of reference

### Summary

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

### Remit

2. 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. The role of the Board is to develop greater clarity on the role of non-metropolitan authorities in enabling sustainable economic growth for the long-term benefit of residents, and on how devolution and transformation of public services can enable that.
3. Its remit is to consider 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 sustainable growth leading to greater prosperity, with a particular focus on building capacity around the green economy. It will also consider how people services and health and care integration, together with greater use of pooled funding, might help to improve wellbeing and drive transformation in services.
4. The lead members asked officers to investigate whether there was anything in the way other LGA Boards were including climate, environment and sustainability issues that the People and Places Board might learn from. Other Boards have used the following language, and members are invited to comment on whether they would like to amend the language in paragraphs 2 and 3.
  - [The City Regions Board] will also consider the role of urban leaders in responding to the climate and ecological emergencies, working with the Economy, Environment, Housing and Transport Board
  - The [Culture, Tourism, and Sport] Board will support the culture, tourism and leisure sectors to understand and act on their contributions to carbon net zero aims and wider climate change issues.

### **Operational accountabilities**

5. 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.
6. The People and Places Board will be responsible for:
  - Ensuring the priorities of councils are fed into the business planning process.
  - Developing a work programme to deliver their brief, covering lobbying, campaigns, research, improvement support and events and linking with other boards where appropriate.
  - Sharing good practice and ideas to stimulate innovation and improvement.
  - Representing and lobbying on behalf of the LGA, including making public statements on its areas of responsibility.
  - Building and maintaining relationships with key stakeholders.
  - Involving representatives from councils in its work, through task groups, Commissions, SIGs, regional networks and mechanisms.
  - Responding to specific issues referred to the Board by one or more member councils or groupings of councils.
7. The People and Places Board may:
  - Appoint members to relevant outside bodies in accordance with the Political Conventions.
  - Appoint member champion and spokespersons from the Board to lead on key issues.
8. Cllr Mark Hawthorne is the digital champion, reporting to the Board.

### **Work Programme**

9. The Board to set its own work programme which is agreed at the start of each meeting cycle in early Autumn.

### **Quorum**

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

### **Political Composition**

11. 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 drawn.
12. The current composition is:
  - Conservative group: 12 members
  - Labour group: 4 members

- Independent group: 3 members
- Liberal Democrat group: 3 members

Substitute members from each political group may also be appointed.

### **Frequency per year**

13. Meetings to be five time per annum.

### **Reporting Accountabilities**

14. 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.