**Membership and Terms of Reference for 2015/16**

**Purpose**

For decision.

**Summary**

For members to note the Board’s membership attached at **Appendix A**, and agree the Terms of Reference for the Board for 2015/16 attached at **Appendix B**.

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

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| **Contact officer:** | John Wilesmith |
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**Appendix A**

**Improvement and Innovation Board – Membership 2015/2016**

\* indicates new member/substitute:

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| **Councillor** | **Authority** |
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| **Conservative (7)** |  |
| Cllr David Simmonds CBE (Chair)\* | Hillingdon London Borough Council |
| Cllr Keith Glazier | East Sussex County Council |
| Cllr Robert Gould\* | Dorset County Council |
| Cllr Stephen Parnaby OBE\* | East Riding of Yorkshire Council |
| Cllr Linda Robinson\* | Wychavon District Council |
| Cllr Michael Wilcox\* | Lichfield District Council |
| Cllr Barry Wood\* | Cherwell District Council |
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| ***Observer*** |  |
| Cllr Paul Bettison | Bracknell Forest Borough Council |
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| ***Substitutes*** |  |
| Cllr Dominic Gilham | Hillingdon London Borough Council |
| Cllr Janet Blake | Aylesbury Vale District Council |
| Cllr Russell Roberts\* | Kettering Borough Council |
| Cllr Harvey Siggs\* | Mendip District Council |

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| **Labour (7)** |  |
| Cllr Judi Billing MBE (Deputy Chair) | North Hertfordshire District Council |
| Cllr Claudia Webbe | Islington Council |
| Cllr Phil Davies | Wirral Metropolitan Borough Council |
| Cllr Darren Cooper | Sandwell Metropolitan Borough Council |
| Cllr Bob Price | Oxford City Council |
| Cllr Lewis Herbert\* | Cambridge City Council |
| Cllr Sue Woodward | Staffordshire County Council |
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| ***Observer*** |  |
| Cllr Bryony Rudkin | Suffolk County Council |
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| ***Substitutes*** |  |
| Cllr Sue Whitaker | Norfolk County Council |
| Cllr Colin Glover\* | Carlisle City Council |

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| **Independent ( 2)** |  |
| Cllr Shirley Pannell (Deputy Chair) | North Kesteven District Council |
| Cllr John Blackie | Richmondshire District Council |

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| ***Substitutes*** |  |
| Cllr Michael Haines | Teignbridge District Council |
| Cllr Laura Conway | North Kesteven District Council |
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| **Liberal Democrat ( 2)** |  |
| Mayor Dave Hodgson (Vice-Chair)\* | Bedford Borough Council |
| Cllr Cherry Beath\* | Bath & North East Somerset Council |
|  |  |
| ***Observer*** |  |
| Cllr Howard Sykes MBE | Oldham Metropolitan Borough Council |
|  |  |
| ***Substitutes*** |  |
| Cllr David Neighbour\* | Hart District Council |
|  |  |
| **Observers ( 2)** |  |
| Mr Richard Priestman | Local Government Improvement and Development |
| Mr Philip Sellwood | Energy Saving Trust |

**Appendix B**

**Improvement and Innovation Board Terms of Reference**

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 and in relation to localism - in line with the LGA priorities.
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 such as the Towards Excellence in Adult Social Care Board (TEASC) 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 lobbying and campaigns, research and/or policy, good practice, improvement support and events - as specified in the business plan, taking into account linkages with other policy boards where appropriate.
   4. Representational and lobbying activities on behalf of the LGA and responsibility for the promulgation of activity through public statements in its areas of responsibility.
   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.

5.2 Appoint member 'champions' where appropriate (who must be a current member of the Board) on key issues, with responsibility for liaising with portfolio holders 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. Conservative group:               7 members
2. Labour group:                         7 members
3. Independent group:                2 members
4. Liberal Democrat group:         2 members
5. Substitute members from each political group may also be appointed.

**Frequency per year**

1. Meetings to be held quarterly.

**Reporting Accountabilities**

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