

TOWER HAMLETS BEST VALUE IMPROVEMENT BOARD DRAFT TERMS OF REFERENCE

NAME	Tower Hamlets Best Value Improvement Board
DATE	April 2017 – March 19
CHAIR	Mayor John Biggs
FREQUENCY	Quarterly public meetings
MEMBERS	<p>Mayor Statutory Deputy Mayor & Cabinet Member for Housing Management & Performance Deputy Mayor and Cabinet Member for Education & Children’s Services Group Leaders Cabinet Member for Resources Overview and Scrutiny Committee Chair Independent Chair of Tower Hamlets Children’s Services Improvement Board Local Government Association representative External representative Chief Executive Divisional Director Strategy, Policy and Partnership</p>
Attendees responsible for delivering improvement and being held to account	<p>Cabinet Members as appropriate Corporate Directors as appropriate Divisional Director HR and Transformation Divisional Director Finance, Procurement & Audit Divisional Directors as appropriate Secretariat support</p>
AIM	To drive sustainable improvement across the Council by providing oversight, support and challenge.
ROLE	<p>To provide a Council-wide approach to setting, reviewing and implementing improvement activity by:</p> <ul style="list-style-type: none"> • Acting as the Council’s Best Value Improvement Board providing focus, advice and challenge as a “critical friend” on the adequacy of the Council’s Improvement Plans, monitoring the pace and impact; • Assessing, challenge and support the robustness of the improvement activity and related implementation plans; • Maintaining an overview of performance against the detailed improvement activity; • Ensure there is sustainable improvements across the Council • Holding cabinet members and officers to account; • Meeting in public every quarter to ensure transparency and accountability in relation to progress being made; • Submitting a progress report quarterly to Department for Communities and Local Government.
OBJECTIVES	<p>To demonstrate sustainable progress against the Best Value Duty by:</p> <ul style="list-style-type: none"> • Submitting quarterly reports to the Secretary of State from 30th June 2017 on all outstanding actions in the Best Value Action

	<p>Plan and Improvement Plan 2017-18;</p> <ul style="list-style-type: none"> • Setting up an independent review of achievement against the Best Value Action and Improvement Plan 2017 – 18 to be submitted to the Secretary of State by 1st August 2018; • Considering progress in, and corporate assistance to, improvement priority areas across the Council, identified by, or referred to, the Mayor and Chief Executive; • Challenging progress, pace and impact.
STANDARD AGENDA ITEMS	<p>Review and note minutes, actions and decisions previously made. Overall progress update from the Mayor and Chief Executive. High level progress against all action plans from Lead Members and Corporate Directors responsible for improvement activity. Review of risk. Review progress reports to be submitted to Secretary of State and other Government Departments. Items for future meetings.</p>
OFFICER SUPPORT	<p>Officers will meet with the Mayor every six weeks to maintain pace, delivery and unblock issues.</p> <p>The Strategy, Policy and Partnership Service will support the work of the Best Value Improvement Board.</p>
SERVICING OF MEETINGS	<p>The servicing of meetings will be undertaken by the Democratic Services Team and will include:</p> <ol style="list-style-type: none"> (a) dispatch of agenda and reports; (b) taking of minutes and recording of actions/decisions; (c) dissemination of minutes and decisions; and (d) audio recording of meetings. <p>Officers preparing reports for consideration must liaise with Democratic Services in good time to ensure that meetings are able to be convened as required to consider reports.</p>
PREPARATION AND PRESENTATION OF REPORTS	<p>The lead Corporate Director/ Divisional Director will be responsible for preparing and presenting reports. This will include:</p> <ol style="list-style-type: none"> (a) preparing reports and recommendations; (b) obtaining legal and financial clearance of reports; (c) sending completed reports to Democratic Services for dispatch; (d) presenting reports ; and (e) implementing actions/decisions agreed.
RECORD OF ATTENDANCE	<p>All members of the Tower Hamlets Best Value Improvement Board present during the whole or part of a meeting must sign their names on the attendance sheet before the conclusion of every meeting to assist with the record of attendance.</p>
PROCEEDINGS	<p>The Tower Hamlets Best Value Improvement Board will meet in public and conduct its proceedings in accordance with the relevant rules of procedure contained in the Council’s Constitution.</p>
DECLARATIONS OF INTEREST	<p>The Council’s Members Code of Conduct requires Members to declare disclosable pecuniary interests and any other interest that they may have within the published register of interests and also any items for consideration by the Board.</p>