

**TOWER HAMLETS TRANSFORMATION AND IMPROVEMENT BOARD
DRAFT TERMS OF REFERENCE**

NAME	Tower Hamlets Transformation and Improvement Board (TIB)
DATE	December 2018
CHAIR	Mayor John Biggs
FREQUENCY	Quarterly public meetings
MEMBERS	Mayor Deputy Mayors Overview and Scrutiny Committee Chair Leader of the Opposition External representative: Local Government Association Chief Executive Divisional Director Strategy, Policy and Performance
INVITED TO ATTEND AS APPROPRIATE	Cabinet Members as appropriate Corporate Directors as appropriate Divisional Directors as appropriate Secretariat support
AIM	To support the council to be a modern and efficient organisation by delivering transformation and improvement that improves services and outcomes for local residents.
ROLE	To drive sustainable transformation and improvement across the council; To provide oversight, support and challenge to officers To challenge the pace and impact of the council's transformation and improvement activity/plan; To hold to account Cabinet Members and Responsible Officers for ensuring delivery at pace of the transformation and improvement plan; To deliver the outstanding action from the Best Value Improvement Board; To take forward the recommendations made by the LGA Corporate Peer Challenge (update);
OBJECTIVES	To demonstrate sustainable progress against the Best Value Duty by: <ul style="list-style-type: none"> • Establish follow-up LGA Corporate Peer Challenge in two years • 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 delivery.
STANDARD AGENDA ITEMS	<ul style="list-style-type: none"> • Review minutes, actions and matters arising • Review of progress reporting relating to the transformation and improvement plan • Review of risks relating to transformation and improvement activities

	TIB work programme
OFFICER SUPPORT	<p>Officers will meet with the Mayor and Chief Executive to maintain pace, delivery and unblock issues.</p> <p>The Strategy, Policy and Performance (SPP) Service will support the work of the Transformation and Improvement Board. SPP will coordinate officer meetings between the Board meetings to ensure actions are on track, progress is maintained and officers are aware of what is required from them at future Board meetings</p>
SERVICING OF MEETINGS	<p>The servicing of meetings will be undertaken by the Democratic Services Team and will include:</p> <ul 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> <ul 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 Transformation and 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 Transformation and 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>
Board Review	<p>At the end of each year the Board will review its progress to ensure it has successfully met its aims and is adding value to the transformation and improvement work of the council.</p>