

Best Value Programme Review Board

Terms of Reference

Board	Best Value Programme Review Board
Date	Revised October 2015
Chair	Mayor of Tower Hamlets
Frequency	Monthly Quarterly in public
<p>Aim To provide direction, challenge and scrutiny to assist the Council in the timely and effective delivery of the Best Value requirements set out in the Directions</p> <p>Scope The Board will oversee, review and agree progress against the areas of improvement as identified in the Directions and further detailed in the Council's Best Value Improvement Plan and associated documents as submitted to the Secretary of State on 17th March 2015. On a quarterly basis the Board will meet in public to ensure transparency and accountability in relation to progress being made.</p> <p>Objectives</p> <ol style="list-style-type: none"> 1. To act as a joint agency board to review overall progress in the areas of improvement identified by the Secretary of State in his Directions. 2. To maintain an overview of performance against the detailed Best Value Action Plan for Tower Hamlets through review of monthly monitoring material and progress updates against actions. 3. To assess, challenge and support the robustness of plans and actions for improvement. 4. To hold lead members and officers to account. 5. To providing 'trouble shooting' support and 'critical friend' challenge to address and unblock performance limiting issues. 6. Where the Board consider it appropriate to sign off the status of individuals actions and projects (RAG and completion). 	
<p>Agenda (standard items):</p> <ul style="list-style-type: none"> • Review and note minutes, actions and decisions previously made • Mayor's summary update on overall progress and distance travelled • Review of progress against Direction 1: Best Value Improvement Plan & Direction 2: Six monthly update reports <ul style="list-style-type: none"> • High level progress update from Director of Law, Probity & Governance • Monthly more in-depth themed reviews – focusing on particular areas of the Directions and BV Plan – 2-3 areas from the list below to be agreed for each meeting • Review of progress against Procurement Action Plan and Direction 7: Procurement improvement 	

- High level progress update from the Lead Member, Resources and Corporate Director, Resources
- Review of progress against the Procurement Action Plan led by the Service Head, Finance & Procurement

- Review of progress against Property Action Plan and Direction 5: Property disposal
 - High level progress update from the Lead Member, Resources and Corporate Director, Development & Renewal
 - Review of progress against the Property and Disposal Action Plan led by the Service Head, Corporate Property & Capital Delivery

- Review of progress against Communications Action Plan and Direction 6 Publicity plan and update reports
 - High level progress update from the Mayor and Director of Law, Probity & Governance Review of progress against the Communications Action Plan led by the Service Head, Corporate Strategy & Equality

- Review of progress against the Organisational Culture Action Plan
 - High level progress update from the Mayor and Chief Executive
 - Review of progress against actions presented by the Director of Law, Probity and Governance, Service Head, Corporate Strategy and Equality, the Service Head, Human Resources & Workforce Development

- Review of progress against Recruitment Action Plan and Direction 3 & 4: Recruitment, appointment of statutory officers
 - High level progress update from the Chair of HR Committee and Chief Executive
 - Review of progress against the detailed recruitment plan presented by the Service Head, Human Resources & Workforce Development

- Review of progress against the Elections Action Plan led by the Acting Returning Officer

- Review of progress against Grants Action Plan and Annex B: Grant making
 - High level progress update from the Commissioners, Lead Member for Third Sector
 - Review of progress against the Grants Action Plan led by the Corporate Director, Resources
- Review and agreement of Forward Plan

Minutes will be taken by the Secretariat. Any decisions, actions will be formally recorded in an Action Log.

Agenda – Quarterly Meetings

- Review and note minutes, actions and decisions previously made
- Commissioners' summary update on overall progress and distance travelled

- Review of progress against Direction 1: Best Value Improvement Plan & Direction 2: Six monthly update reports
 - Overall progress update from the Mayor and Head of Paid Service
 - High level progress against all action plans from Lead Members and Corporate Directors for Plans and Directions as above
- Items identified for further review by monthly Board meetings
- Review of six monthly report (six monthly)

MEMBERSHIP

Role	Who
Chair/Sponsor	Mayor
Members	Commissioners Chief Executive DCLG Representatives
Attendees	Director Law Probity and Governance Corporate Director, Resources Corporate Directors for relevant items Lead Members for relevant items Group Leaders (quarterly) Chair of Overview and Scrutiny (quarterly) Chair of Human Resources (quarterly) Cabinet Member, Resources (quarterly) Deputy Mayor, Third Sector (quarterly) All Corporate Directors (quarterly) Service Head, Corporate Strategy and Equality Secretariat support

Requirements:

- Agenda review meeting to be held one week prior to meeting to finalise agenda items and papers required
- Agenda and papers will be issued 2 working days prior to the meeting.
- Minutes/actions and decisions to be issued within 5 working days of the meeting taking place

Decision Making Authority

The board collectively has no formal decision making authority or delegated powers under the Council's Constitution. Decisions of the Board will be operational only and undertaken under the authority of the Commissioners provided by the DCLG directions as applicable or with the authority of the Mayor or Chief Executive as applicable. Formal decisions of the Commissioners to approve or agree primary outcomes of the Directions will be taken elsewhere. The Board will review, note and where the Mayor and Commissioners consider it appropriate, sign off progress against the Action Plan on a monthly basis to ensure a structured approach to the relevant progress report milestones set in the Directions.

Schedule of Meetings for remainder of 2015/16
All non-public Meetings to be scheduled 10.30 – 1.30pm with break for lunch Overall progress to be reviewed at all meetings, plus themes as follows
<u>21 October</u> <u>Quarterly meeting in public</u> <ul style="list-style-type: none"> - <u>Overview of progress to date in respect of key outcomes</u> - <u>Secretary of State feedback on 6 month submission</u> - <u>Elections Lessons Learnt Report</u> -
<u>18 November</u> <ul style="list-style-type: none"> • <u>Property spotlight session</u> • <u>Grants spotlight session (to include update on Voluntary and Community Sector Strategy)</u>
<u>16 December</u> <ul style="list-style-type: none"> • <u>Procurement spotlight session</u> • <u>Organisational Culture spotlight session (to include update on SOLACE work)</u> • <u>Communications spotlight session</u> •
<u>2016 Dates to be agreed</u>
<u>27 January</u> <ul style="list-style-type: none"> • <u>Quarterly meeting in public (“Year End” submission to SoS; and Report of Internal Audit on Compliance with Best Value Plan - tbc)</u>
<u>17 February</u> <ul style="list-style-type: none"> • <u>Spotlight sessions to be confirmed</u>
<u>16 March</u> <ul style="list-style-type: none"> • <u>Spotlight sessions to be confirmed</u>
<u>20 April</u> <ul style="list-style-type: none"> • <u>Quarterly meeting in public (themes tbc)</u>
<u>11 May</u> <ul style="list-style-type: none"> • <u>Spotlight sessions to be confirmed</u>
<u>Dates for 2016/17 municipal year tbc when the Council’s Calendar of Meetings is agreed in early 2016.</u>