

LGA Wirral Improvement Board Terms of Reference

The Programme Board is a partnership between Wirral Metropolitan Borough Council and the Local Government Association and will provide oversight, support and challenge to Wirral's improvement and transformation journey.

The Board aims to support the Council to:

- Demonstrate its ambitions for its local communities
- Drive forward its plans for improvement in corporate governance and services in a timely way
- Prioritise what is most important
- Create the capacity and plans to embed lasting improvements and culture change
- Deliver improved services within realistic spending constraints

The Improvement Board's role is to:

- Provide support and guidance
- Identify and signpost appropriate good practice
- Provide challenge and act as a critical friend
- Ensure the contributions from different external agencies/bodies to Wirral's improvement journey are coordinated
- Ensure there is a single, integrated and holistic improvement plan that can be clearly understood and communicated internally and externally
- Endorse decisions which impact on political and managerial leadership arrangements, corporate governance and improvement in advance of them going through Wirral's own decision-making structures, eg Cabinet or Council.

Board meetings

Duration – We expect the Improvement Board to be in place for at least eighteen months ie summer 2013 in order to guide and support Wirral's improvement journey.

Frequency – monthly for the first six months then review

Venue – at a Wirral Council venue.

Agenda – at each meeting the Board will agree the content of the agenda for the next meeting. Standard agenda items should include:

- Actions from the previous meeting
- Report on progress against the improvement plan

- Risk review
- Additional items for the agenda for the next meeting
- Confirmation of date, time and venue for the next meeting

Chair – LGA Principal Advisor (to April 2012) then Joyce Redfearn

Review – These Terms of Reference will be kept under review by the Improvement Board as things develop. A protocol for delegation of urgent matters to the Chair of the Improvement Board in consultation with the Council Chief Executive will be developed.

Attendees

Wirral Council – Council Leader and Leaders of the two other main political parties, Chief Executive, Director of Finance, Director of Law and the Programme Manager for the Improvement Programme

Local Government Association – Principal Advisor North West, Associate Support Officer, Labour, Conservative and Liberal Democrat Member Peers. Independent Chief Executive- CE of Blackburn with Darwen Borough Council. District Auditor.

Advisors – AKA Associates and the Chief Executive of North West Employers. Other officers or Members, or indeed representatives from other external bodies may be invited to attend as appropriate.

Action Notes – A note outlining the actions agreed following will be produced by the LGA after each meeting and this will be available for wide circulation. Every third meeting of the Board will be held in public to report on progress and take questions.