

Appendix 8.3 – Proposed Terms of Reference for the Implementation Working Group

Established:

To be established by Council on 2 March 2020 and to continue operating until such time as it is dissolved by Council

Membership:

5 Members of the majority group

4 Members of the minority group

Should the group wish to appoint an independent chair, either for part or all of its work, this will be in addition to the membership described above.

NB: While the working group does not form part of the Council's formal political balance equation, the membership of this group is to be politically balanced

Quorum:

A minimum of 3 Members which must include a representative of each political group on the Council

Officer Support:

Executive Director of Resources - Senior Responsible Officer

Head of Democratic Services and Scrutiny

Head of Litigation and Corporate Law

Communications and Engagement

Dedicated project management and corporate legal support.

Terms of Reference:

1. To oversee the creation and agreement of a delivery programme in response to the governance review panel's recommendations;
2. To ensure that recommendations are implemented in keeping with the spirit of the governance review report and its principles, namely that any changes to the Council's governance should:
 - i. help promote a positive culture of involvement that enables all councillors to represent their residents and local areas;
 - ii. support open, transparent and inclusive decision-making that encourages resident participation and Member scrutiny, before decisions are taken;
 - iii. ensure that decision makers have opportunities to listen to the diverse views of Croydon's communities and consider those in a respectful, fair and responsive way;
 - iv. make access to information for Members easier and more timely, to afford Members greater opportunity to be involved in emerging policy, proposals and agenda setting;
 - v. support evolution and clarity of decision-making structures, roles and accountabilities.
3. To work with key officers and oversee any further engagement with Members required in agreeing how each of the panel's recommendations are taken forward;

4. To drive and oversee the timely delivery of the agreed improvements and consider ongoing feedback in the transition period;
5. Where appropriate, to present proposals to Council for debate and decision, and to provide Council with periodic updates on the progress of implementing the recommendations of the governance review panel;
6. To oversee effective internal and external communication; and
7. To make recommendations to Council on how to evaluate the impact and effectiveness of the changes made as a result of implementing the Panel's recommendations.

Access to Information:

Due to the nature of the work of the group, meetings will not be held in public. Periodic updates to Council on the progress of implementation will be published to ensure transparency.