

**DRAFT CROYDON RENEWAL IMPROVEMENT BOARD
TERMS OF REFERENCE & MEMBERSHIP**

NAME	Croydon Renewal Improvement Board
DATE	November 2020 (Board to commence January/ February 2021)
CHAIR	TBC – Independent Chair
FREQUENCY	Bi-monthly public meetings
MEMBERS - 16	<p>Independent Chair Ministry of Housing, Communities and Local Government Representative Chartered Institute of Public Finance Association Representative Local Government Association Representative External Equality & Human Rights Expert Representative External Health Partner Expert Representative External Adult Social Care Expert Representative External Children’s Expert Social Care Representative External Local Authority Chief Executive (HoPS) External Local Authority Director of Finance (S151) Representative of LBC recognised Trade Unions</p> <p>External Auditor Grant Thornton (will attend but cannot be a member)</p>
IN ATTENDANCE - 10	<p>Leader of the Councillor Deputy Leader of the Council Chair of Scrutiny and Overview Committee Chair of General Purposes and Audit Committee Leader of the Opposition Deputy Leader of the Opposition Interim Chief Executive Director of Finance, Investment and Risk (S151) Executive Director Health, Well Being and Adults (DASS) Executive Director Children, Families and Education (DCS)</p> <p>Other invitees as required</p>
Croydon Communities Board	<p>Representatives of Croydon Voluntary Services Representatives of Croydon’s Faith Communities Representatives of Croydon Tenants & Residents’ Associations Representatives of Croydon’s Business Community</p> <p>Other invitees as required</p>

	Discussion to be held between the Communities Board and the main board as to how best to convey their views. Should they have a representative on the main board?
PURPOSE	<p>The Croydon Renewal Improvement Board will be an independently chaired body of experts reporting to MHCLG and Full Council. It will hold the Council to account for the delivery of the Croydon Renewal Improvement Plan and the use of any MHCLG granted capitalisation direction funding.</p> <p>It will support and challenge the implementation of the Croydon Renewal Improvement Plan which aims to deliver by April 2024, a financially sustainable organisation, with strengthened governance and management controls, that is open and transparent, with reduced costs, delivering cost effective, value for money core services whilst respecting and valuing all its staff.</p>
Constituent parts of the Plan	<p>The Croydon Renewal Improvement Plan will draw together all the 400+ commitments from the following plans to deliver a coherent, corporate improvement programme:-</p> <p>Croydon Renewal Financial Recovery Plan 2020/21- 2021/22 Medium Term Financial Strategy 2021-2024 Report in the Public Interest Action Plan MHCLG Rapid Review recommendations Croydon Finance Review recommendations Strategic Review of the Council's companies recommendations Children's Services Improvement Plan Adult Social Care Services Improvement Plan The Centre for Governance & Scrutiny Review recommendations The Governance Review recommendations</p>
ELECTION OF VICE-CHAIR	The Board will nominate and agree a vice-chair from its membership who can deputise in the absence of the chair.
ROLE OF BOARD	<ol style="list-style-type: none"> 1. The Board will hold LBC elected Members and Chief Officers to account for the delivery of the Croydon Renewal Improvement Plan to ensure sustainable improvement is achieved within the agreed timescales and cost. 2. Provide challenge to ensure that actions taken meet the improvement outcomes that are required of the Council. 3. Ensure the Council is constantly seeking to learn from best practice elsewhere and builds a learning methodology into its improvement work. The Board to invite external advice where relevant.

	<ol style="list-style-type: none"> 4. Refer to Scrutiny & Overview and GPAC to develop items of work for further enquiry, and receive reports and referrals from both bodies where relevant. 5. The Board papers will be shared with the Croydon Communities Board in advance for their input and consideration and feedback from them will form part of the agenda for each meeting. 6. The Croydon Communities Board will also be able to suggest to the Board items for their consideration and discussion. 7. Agree a suite of performance measures to assure the delivery of the Improvement Plan. 8. Report quarterly to Full Council and MHCLG on the progress that the Council is making on its improvement journey. These reports to be public. 9. Agree and implement a communication plan to ensure that stakeholders are both updated on progress and have the opportunity to challenge the delivery of the Improvement Plan. 10. Ensure that council staff and all members are kept informed on a timely basis of the progress on implementing the Improvement Plan. 11. Produce an Annual Report for Full Council, MHCLG and the LGA.
ACCOUNTABILITY & REPORTING RELATIONSHIPS TO OTHER BODIES	The Board will provide an external layer of governance and accountability for the Council. It does not preclude or prevent Scrutiny & Overview or GPAC from fulfilling the duties as described in the Council Constitution. The Chairs of both committees are in attendance and the Board can refer matters to them and vice versa.
RISK MANAGEMENT	The Board will maintain its own risk register in regard to the delivery of the Croydon Renewal Improvement Plan which will be incorporated within the Council's risk register and will receive a report on risk at each meeting. It's risk register will form a part of the regular risk report to GPAC
REPRESENTATIONS FROM MEMBERS OF THE PUBLIC	The Board will be able to receive representations from members of the public and have a question and answer session mirroring the principles used in the Council's constitution for this.

MEMBERSHIP OF THE BOARD	Recommendations for changes to membership of the Board can come from the Board or the London Borough of Croydon and will be proposed to Full Council for decision.
BOARD MEETINGS	Meetings of the Board will be held bi-monthly and the agenda and papers will be circulated one week in advance. Meetings will be held in public and will be two hours in duration
STANDARD AGENDA ITEMS	<ul style="list-style-type: none"> • Review minutes, actions and matters arising • Feedback from Croydon Communities Board • Any public representation or questions • Review and challenge to the progress relating to the Croydon Renewal Improvement Plan • Review of risks relating to improvement activities
SUPPORT TO BOARD	The Board will be supported by the Council's Corporate Programme Office. It is possible that payment will need to be made to Board Members.
REVIEW	At its initial meeting, the Board will agree its Terms of Reference. There will be a review of the Terms of Reference every six months and any changes will be recommended to Full Council for decision.
DECLARATIONS OF INTEREST	The Council's Member 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. These will be recorded in the minutes and a separate register will be maintained for Board members.
BOARD REVIEW	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 improvement work of the council and a public report will be produced for Full Council, MHCLG and the LGA.