

# Nottingham City Governance Improvement Board

## Terms of Reference

### Description

The Improvement Board is a politically balanced committee of Council, established to oversee the delivery of the Action Plan responding to the Report in the Public Interest concerning the Council's Governance Arrangements for Robin Hood Energy Ltd (the PIR) and to review wider governance issues at Nottingham City Council. The committee is accountable to Council and will provide progress reports to Council every six months.

### Purpose

The purpose of the Improvement Board is to:

- deliver and drive progress against the PIR Action Plan
- support improvement in the Council's wider governance arrangements
- ensure that a range of voices, including those independent of the Council, contribute to the development of governance at Nottingham City Council.

### Objectives

The Board's objectives are to:

- steer the implementation of the PIR Action Plan and wider governance improvements
- monitor progress on the implementation of the PIR Action Plan
- assess Nottingham City Council's current governance arrangements and identify and make recommendations to Council on areas for improvement
- review the Constitution in relation to governance improvement and recommend amendments to the Leader in relation to executive matters and to Council for non-executive matters
- identify best practice and gather views on matters within the Board's remit from relevant internal and external sources, including the appointed co-opted members and members of the Executive, Overview and Scrutiny Committees and the Audit Committee
- make decisions, including spending decisions relating to non-executive areas of the governance improvement programme
- make recommendations to the Executive on executive areas of the governance improvement programme.

### Membership and Chairing

The Board will consist of ten members, including two co-opted independent members who have full voting rights. The membership will consist of:

- The Leader of the Council
- Chair of Overview and Scrutiny Committee
- Chair of Audit Committee
- Representative of minority political groups (nominated by the leader of the largest minority political group)
- Four other Councillors
- Two independent members

## Appendix 2

The Board will be chaired by one of the Councillor members but cannot be chaired by the Leader, or by the Chair of Overview and Scrutiny Committee or the Chair of the Audit Committee.

The Vice-Chair will be taken by one of the two independent members.

### **Substitutes**

Substitute members can be appointed to this Board. Up to three named substitutes can be appointed for each of the following members:

- The Leader: to be substituted by the Deputy Leader or in his or her absence, another member of the Executive.
- Chair of Overview and Scrutiny: to be substituted by one of the two Vice Chairs of Overview and Scrutiny or, if not available, another member of the Overview and Scrutiny committee.
- Chair of Audit: to be substituted by the vice chair of the Audit Committee or, if not available, another member of the Audit Committee.

For all other Councillor members up to six named substitutes may be appointed.

No substitutes may be appointed for independent members.

### **Quorum**

The quorum for this Board is five, which must include at least one independent member.

### **Frequency of Meetings**

The Board will meet as required for the period covered by the PIR Action Plan.

### **Duration**

The Board will initially meet for the duration of the Action Plan. After that period, every six months, it will review its need to meet.