

ROTHERHAM MBC “FRESH START” IMPROVEMENT PLAN JOINT BOARD

DRAFT TERMS OF REFERENCE

Role and responsibilities

1. The Joint Board provides the formal, internal Council governance forum for ensuring robust monitoring of the progress made in achieving the actions set out within the Rotherham MBC corporate Improvement Plan - “A Fresh Start” - as submitted to Government on 26 May 2015*.
2. The Joint Board brings together Commissioners with leading Elected Members to provide a joint, cross-Party, positive forum that can work in the collective interests of delivering the improvement outcomes associated with the “Fresh Start” Plan.
3. Responsibilities of the Group include:
 - a) To promote a corporate, organisation-wide commitment – shared by all Commissioners, Elected Members from all political parties and officers - to deliver the actions and ambitions set out within the “Fresh Start” Improvement Plan (primarily those set out in Section 6.7)
 - b) To ensure and monitor an effective and streamlined process of measuring progress in achieving the improvement actions within the Plan, in line with appropriate “RAG” ratings
 - c) To provide collective commitment towards ensuring resources and effort are directed appropriately towards improvement priorities and/or address areas of concern/difficulty in ensuring successful delivery
 - d) To oversee the formal reporting of progress in implementing the Plan to Government, in line with the formal, 6-monthly reporting cycles set out in the Secretary of State Directions of 26 February 2016; as well as other formal, external reporting of progress as required
 - e) To help ensure positive read-across and linkages, while avoiding duplication of effort, with the work to implement the dedicated Improvement Plan for Children’s Social Care
 - f) Providing constructive challenge to the assigned strategic and project-level leads on the delivery of their specific responsibilities within the Plan, ensuring progress remains on track with the timescales set out within the Plan or fully explained otherwise
 - g) To ensure the delivery of the improvement actions reflects wherever appropriate the headline indicators and milestones set out within the Plan in terms of “What will need to happen for powers to be handed back” (Section 7) and “knowing things have changed” (Section 8)
 - h) To task, as required, the supporting Officer Group (see paragraph 7 below) to carry out specific actions in support of the Plan’s delivery.
 - i) Shaping the ongoing dialogue amongst wider RMBC elected members on the delivery status of the Plan

Governance

4. The Group is chaired by the Lead Commissioner, Sir Derek Myers.

* For the full Improvement Plan see www.rotherham.gov.uk/improvementplan

5. To ensure the open and frank exchange of information, in support of its cross-Party and joint nature, the Group will hold its discussions in private, though may wish to also hold specific meetings in public, as required; as well as meetings with partner and advisory bodies, such as the Local Government Association (LGA), where this will add value and promote external challenge/validation of progress.
6. A public record of each Joint Board meeting will be made available on the Council's website. Commissioners will also provide publicly available reports more generally on progress with improvement activity via the quarterly Commissioner Public Meetings.
7. The Group may wish to establish working groups to lead on specific issues or challenges, with clear terms of reference set out for each if required.
8. The Group will be supported by an Officer Group, chaired by the Interim Strategic Director of Finance and Corporate Services, and bringing together assigned delivery coordinators for the actions within the plan alongside wider service expertise.

Frequency of Meetings

9. The frequency of meetings is anticipated to be on a broadly monthly basis, commencing 28th July 2015. The Board may wish to alter this frequency in line with detailed reporting requirements, as required.

Membership

9. The Group's core membership comprises:

- Lead Commissioner Sir Derek Myers (Chair)
- Commissioner Mary Ney
- Commissioner Julie Kenny
- Leader of the Council, Cllr Chris Read
- Leader of the Opposition, Cllr Caven Vines
- Deputy Leader of the Council, Cllr Gordon Watson
- Rotherham Independents Group representative

10. Board Meetings will also be attended by Managing Director Commissioner Stella Manzie, who has overall strategic lead responsibility for delivery of the Plan; as well as the Chair of the supporting Officer Group. Other officers and members may be asked to attend and report to meetings of the Board when required to do so.

11. Elected members may nominate substitutes to attend if necessary, to ensure adequate member representation and input to the work of the Joint Board.

Support

11. Officer support to the Group will be managed via the Managing Director Commissioner, Interim Strategic Director for Finance and Corporate Services and Head of Policy, Improvement and Partnerships.