

## Agenda item No: 3

### EAST MIDLANDS REGIONAL IMPROVEMENT AND EFFICIENCY PARTNERSHIP MEMBER BOARD MEETING: 29<sup>th</sup> May 2008

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#### Report of the Director

##### EMRIEP Board Governance Arrangements

#### 1. Purpose of the report

1.1 The EMRIEP Officer Board on the 30<sup>th</sup> April 2008 considered the attached report. The Purpose of the report was:-

- a) To summarise the East Midlands Regional Assembly (EMRA) Board's endorsed agreement for inclusion of the East Midlands Regional Improvement and Efficiency Partnership (EMRIEP) into the EMRA Governance arrangements
- b) To present the approved terms of reference of the Officer and Members Boards.

#### 2. Background

2.1 The EMRIEP Officer Board:-

- a) Considered and noted the Governance arrangements
- b) Considered and noted the terms of reference and membership arrangements for the EMRIEP Members Board
- c) Considered and noted the terms of reference for the EMRIEP Officer Board
- d) Noted that as the transition under the sub national review to regional arrangements became clearer, the EMRIEP location will be reviewed.

#### 3. Recommendations

3.1 The Member Board note the report.

**Chris Allison**  
**Director**  
**East Midlands Regional Improvement & Efficiency Partnership**

## Agenda Item No: 1

### EAST MIDLANDS REGIONAL IMPROVEMENT & EFFICIENCY PARTNERSHIP OFFICER BOARD MEETING 30<sup>TH</sup> APRIL 2008

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#### Report of the Director

##### EMRIEP Board Governance Arrangements

1. Purpose of the report.
  - 1.1 To Summarise the East Midlands Regional Assembly Board's endorsed agreement for inclusion of the Regional Improvement and Efficiency Partnership (RIEP) into the EMRA Governance structure
  - 1.2 To present the approved terms of reference of the Officer and Members Boards.

#### 2. Background

- 2.1 In light of the recent restructure of LGEM and the concerns of CLG relating to subsequent governance structures, it was proposed that the Regional Improvement and Efficiency Partnership (RIEP) Board should be housed within the East Midlands Regional Assembly structure. This has been particularly emphasised through negotiations with CLG as a condition of grant.
- 2.2 John Healey, Local Government Minister, formally announced the funding allocation for the East Midlands RIEP on 18<sup>th</sup> March 2008:

2008-9:	£5,302,778 *
2009-10:	£7,158,750
2010-11:	£7,158,750
Total 2008-11:	£19,620.278

\*Note that for 2008/09, £1.3m of the East Midlands allocation will be held back to allow for further work to be done on the arrangements underpinning the partnerships. Negotiations are continuing with the National LGA and CLG to ensure the entire devolved grant can be drawn down within the near future.

- 2.3 This will be subject to:
- Satisfactory negotiations to amend the RIEP statement (strategy) to cover delivery. ***(This aspect has been addressed in the proposed business plan for 2008/09)***
  - A revised governance structure based on an eleven member RIEP Board housed within the Regional Assembly.
  - Satisfactory working arrangements with the existing staff (Regional Centre of Excellence) located in Nottinghamshire
- 2.4 The RIEP, a partnership that aims to drive up the capacity, efficiency gains and performance of Local Government and the services that it delivers in the region, is an important regional resource and as such it has been necessary to ensure that it has appropriate governance structures. In these negotiations Cllr David Parsons is extremely grateful for the cooperation of Cllr Roger Begy and Cllr Neil Clarke.
- 2.5 The timing has not been ideal but very quick action was necessary in order to meet the requirements of the timetable imposed on us by CLG and to ensure that significant funding was not lost to the region.
- 2.6 The RIEP Board and its Officer (Chief Executive) Group will address any outstanding concerns of CLG in respect to governance arrangements and programme delivery. This will facilitate the full funding allocation to be drawn down from CLG.
- 2.7 The relationship between RIEP Board and sub-regional arrangements are key. In order to support governance and delivery, upon the development of appropriate sub-regional arrangements, EMRA will take into account the appropriateness of electing the chairs of the sub regional partnership to the RIEP Member Board.

### **3. Governance Arrangements**

- 3.1 At its meeting on 11<sup>th</sup> April, the East Midlands Regional Assembly Board agreed the addition of the Regional Improvement and Efficiency Partnership (RIEP) Board into the EMRA Governance structure. The Assembly will incorporate the RIEP Board alongside the existing Regional & Communities Policy, Regional Scrutiny and Regional HPT Joint Boards.
- 3.2 The RIEP Board will similarly report to, and be accountable to, EMRA Board through to Full Assembly. To support this, both the Chair and Vice Chair of RIEP Board should be EMRA Board members.
- 3.3 In accordance with existing Boards, RIEP Board Membership will be formally agreed at the EMRA AGM on 18<sup>th</sup> July 2008.

3.4 The agreed Terms of Reference and membership arrangements for the RIEP Board are attached as Appendix 1.

3.5 The Terms of Reference for the RIEP Officer Board is attached as Appendix 2.

4. Recommendations

4.1 The Board are asked to consider and note the Governance arrangements

4.2 The Board are asked to consider and note the terms of reference and membership arrangements for the RIEP Member Board

4.3 The Board are asked to consider and note the terms of reference for the RIEP Officer Board

4.4 As the transitions under the sub national review to regional arrangements become clearer, the RIEP location will be reviewed.

**Chris Allison**

**Director**

**East Midlands Regional Improvement & Efficiency Partnership**

RIEP Board meetings/300408 business delivery plan.doc

## **Regional Improvement and Efficiency Partnership (RIEP)**

### **1. Current Challenge**

- RIEP should be a Member led process (in Strategy and National Improvement and Efficiency Strategy (NIES)). There needs to be a 'fit for purpose' RIEP Board to deliver this.
- RIEP Board will be supported by an Officer Board that reports to it, but has no independent executive function.
- RIEP will be supported by an Officer Support Group. These staff will be employed by a Host Local Authority that will also be the accountable body for the RIEP.
- There is currently much uncertainty regarding Local Government East Midlands (LGEM). In order for the East Midlands to secure the devolved funding from CLG, the region must address concerns regarding the adequacy of the current governance structure.
- Consequently, it is proposed that the RIEP Board will sit within the existing East Midlands Regional Assembly (EMRA) arrangements.
- As the transitions under the Sub National Review to regional arrangements become clearer, the RIEP location will be reviewed.

### **2. RIEP Board**

#### **a) Terms of Reference**

Under delegated authority from EMRA Board:

- To approve the Regional Improvement and Efficiency Strategy (RIES) within any guidance from Local Government Association (LGA) and Department for Communities and Local Government (CLG).
- To negotiate, agree and approve any amendments, variations or alterations to the RIES within the resources made available.
- To approve an annual Business Plan to implement the approved RIES.
- To approve or amend any projects or programmes to implement the approved RIES.
- To agree Terms of Reference and delegate to sub-regional groups approval of projects to implement the RIES.

- To recommend any arrangements or variations to arrangements to support the implementation of the RIES.
- To initiate, review and monitor protocol of the RIES for underperforming authorities.
- To provide strategic leadership to the RIEP Officer Board.
- To ensure that the RIEP Partnership meets its objectives as defined by the RIES.
- Through the Chair of the RIEP Board, formally report progress to EMRA Board and full Assembly.
- To represent the region on issues relevant to Local Government Improvement and Efficiency at the regional and national level.

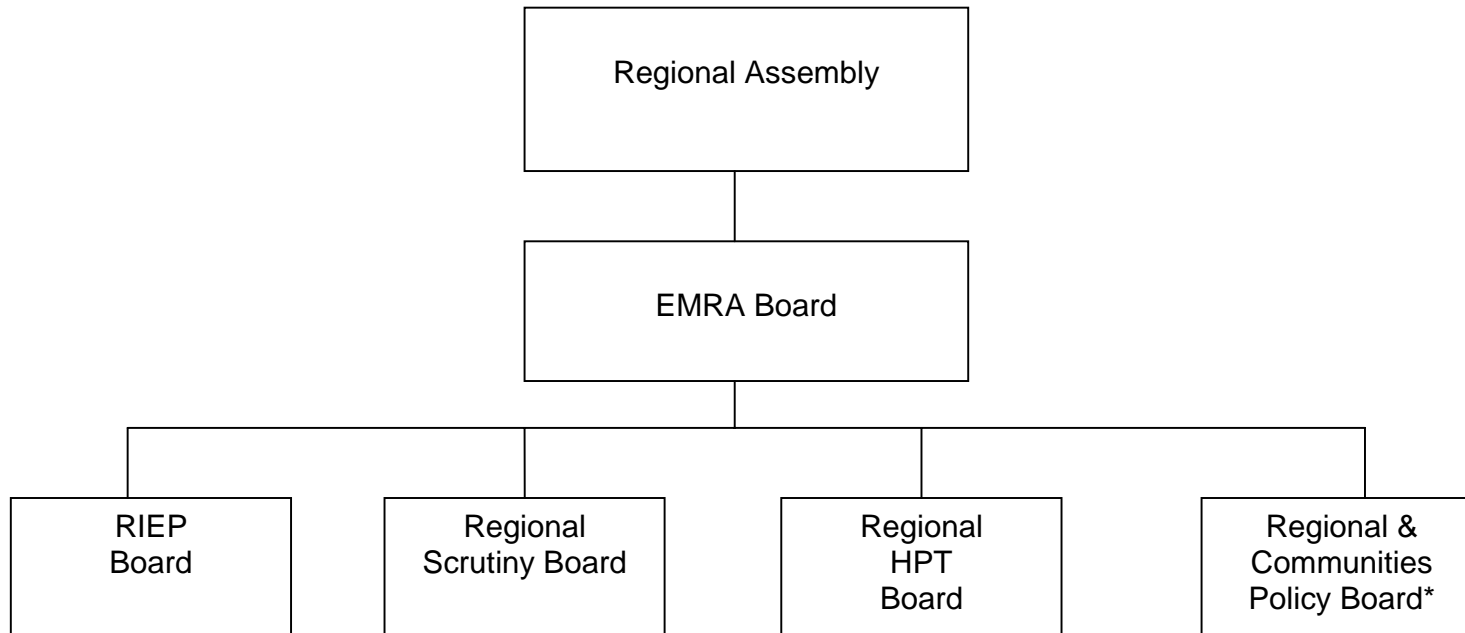
**b) Membership**

- RIEP Board to consist of 11 elected Members. The RIEP Board will be deemed quorate provided 5 Members are present.
- RIEP Board to reflect political balance in the Region and be reviewed on an annual basis.
- For 2008-9 the political composition of RIEP Board would be as follows:
  - 5 Conservative
  - 4 Labour
  - 1 Liberal Democrats
  - 1 Independent
- The Membership of RIEP Board to be reviewed by political groups and agreed at EMRA Annual General Meeting.
- Nominations to Board to be made by EMRA from within the political groups.
- In order to support governance and delivery, upon the development of appropriate sub-regional partnership arrangements, the Chairs of sub-regional partnerships should become RIEP Board Members.
- The Chair and Vice Chair of the Board to be elected annually at EMRA Annual General Meeting.
- The Chair and Vice Chair to be Members of EMRA Board.

**c) Procedures**

- Any proposal that would reduce the amount in total that would be available to fund the implementation of the RIES to be subject to ratification by EMRA Board.
- Any proposal that involves action by the host authority to be subject to the financial and HR procedures of the host authority, and taken only after appropriate financial, legal and HR advice from the host authority.
- To fit in with EMRA cycle of Full Assembly and Regional Board meetings, RIEP Board to meet on a quarterly basis.
- At least one conference/plenary event for consultation involving all East Midlands Authorities to be arranged annually
- The Secretariat for RIEP Board meetings will be provided by the East Midlands Regional Assembly and the RIEP Support Team employed by the Host Authority.

## EMRA/RIEP PROPOSED BOARD STRUCTURES



\* Review of Regional & Communities Policy Board to be undertaken at Assembly AGM 2008

## **Regional Improvement and Efficiency Partnership (RIEP)**

### **RIEP Officer Board**

#### **1. Terms of Reference**

- To monitor and report to the RIEP Board on the performance of the Support Team and the implementation of the Business Plan
- To make recommendations to the RIEP Board on programmes and projects to implement the RIEP
- To monitor overall progress of the sub-regional groups against agreed contributions to the achievement of the RIES
- To make recommendations to the RIEP Board on the effective management of the RIEP

#### **2. Membership**

- Officer Board to consist of fifteen voting representatives – nine Counties/Unitaries, five District (one per County Area) and one representing the five Fire and Rescue authorities
- Board to be supplemented by observer representatives of East Midlands Regional Assembly (EMRA), Government Office for the East Midlands (GOEM), IDeA and the Audit Commission (AC) as agreed by the Board
- Board to include staff of RIEP Support Team
- Board able to invite additional representatives to attend specific meetings to assist in its work
- Board to elect annually a Chair and Vice Chair

#### **3. Procedures**

- Papers for the Officer Board to be circulated by the Support Team as secretariat at least seven working days in advance of the meeting
- Late or urgent papers to be tabled only if approved by the Chair or, in his/her absence, the Vice Chair
- Papers may be prepared by any Authority, sub-regional group, or the Support Team. Any papers not prepared by the Support Team to have a covering commentary by the Support Team
- Representatives at the Board meeting, whether voting or not, to declare an interest in any item and take no part in the discussion of that item, indicating the nature of any interest

#### **4. Host Authority**

- The Host Authority to act as the accountable body for the RIEP
- The Host Authority to employ the Support Team for the RIEP
- The Host Authority to advise on, and undertake, actions on behalf of the RIEP under its financial regulations, HR procedures and administrative arrangements

## Appendix 2

- The Host Authority to be consulted on any proposal that would impact on its duties as accountable body or employer