

Terms of Reference

Focus of Work

The Board will operate as a forum to support the Executive and Corporate Team on the Council's improvement and in support of objectives in the Corporate Plan.

The Corporate Improvement Board will undertake work in relation to the following corporate areas:

- Monitoring the delivery of the Corporate Plan through reports from the Corporate Management Boards;
- Learning about the requirements of the Comprehensive Area Assessment and preparing for it, including commissioning any specific improvement projects leading to assessments;
- Reviewing progress in improvements arising from External Auditor inspection reports (on areas such as Value for Money, Direction of Travel, Access to Services) and monitoring the resulting improvement plans.
- Establishing a customer focussed service approach for the Council, including Locality Management;
- Oversee the Process Change programme, linked to resource allocation following the Council's service and corporate planning processes.

Impact of Work

Reports and recommendations from the Corporate Improvement Board will be considered by Executive before they become Council policy. Depending on the area of work undertaken by the Corporate Improvement Board, reference may also be made to or from Audit Committee or OSC Management for further consideration.

Meetings

The Corporate Improvement Board will meet every two months, and more frequently if required to undertake particular pieces of work.

Membership

Membership will comprise four Councillors (2 from the Majority group, 1 from the main Opposition and one other) and all of Corporate Team. As a consultative body, voting will not be required.

All other Councillors will be invited to attend meetings.

The Improvement Board will normally be chaired by a Councillor, with a Corporate Team member acting as vice-chair.