



## **TERMS OF REFERENCE**

### **PURPOSE**

The purpose of the Board is to develop, drive and deliver stronger and sustainable communities outcomes for Doncaster.

### **STRATEGIC REMIT**

The Board will be responsible for strategically driving partnership work in relation to the following Borough Strategy priorities:

- Improving Neighbourhoods Together
- Equality of Opportunity
- Environmental Sustainability

The Board will have a strategic overview of plans and be responsible for improvement in relation to the following Local Area Agreement priority indicators:

- NI 4 % of people who feel they can influence decisions in their locality
- NI 5 Overall/general satisfaction with local area (local indicator)
- NI 7 Environment for a thriving third sector
- NI 11 Engagement in the arts
- NI 140 Fair treatment by local services (local indicator)
- NI 186 Per capita CO2 emissions in the LA area
- NI 188 Adapting to climate change (local indicator)
- NI 189 Flood and coastal erosion risk management (local indicator)
- NI 192 Household waste recycled and composted
- NI 197 Improved local biodiversity (local indicator)

The Board will also performance manage the following indicators:

- NI 1 % of people who believe people from different backgrounds get on well together in their local area
- NI 2 % of people who feel that they belong to their neighbourhood
- NI 3 Civic participation in the local area
- NI 6 Participation in regular volunteering
- NI 9 Use of public libraries
- NI 10 Visits to museums and galleries
- NI 185 CO2 reduction from local authority operations
- NI 191 Residual household waste per household
- NI 193 Percentage of municipal waste land filled

- NI 194 Air quality – % reduction in NOx and primary PM10 emissions through local authority’s estate and operations
- NI 196 Improved street and environmental cleanliness – fly tipping BV199d

The Board may take on additional work in relation to this thematic area.

## **STRUCTURE, ROLES & ACCOUNTABILITY**

The board will comprise an Executive board and sub boards.

The role of the Executive board will be:

1. To maintain a strategic overview of work in relation to the Stronger and Sustainable theme
2. To identify, commission and co-ordinate delivery of partnership work in relation to this theme
3. To undertake a leadership role in relation to cross cutting work. This will include steering and influencing partners in the delivery of the LAA, identifying cross cutting work, developing frameworks for wider partnership use, and coordinating implementation across the boards
4. To performance manage delivery of the Stronger and Sustainable priorities and indicators. This will include overseeing the development of appropriate plans and strategies, reporting to the DtS Board on performance within the agreed LAA reporting protocols, and the provision of exception based reports where activity is at risk.
5. To develop strong working relationships with the DtS Board and Theme Boards. This will include identifying joint work opportunities, and maintaining effective communications.
6. To receive work as delegated by the DtS Board

The role of the sub boards will be:

1. To develop and deliver LAA indicator improvement plans
2. To develop and deliver additional strategic plans in relation to their theme as delegated by the Executive Board
3. To monitor delivery and provide performance reports to the Executive Board
4. To develop a strong working relationship with the Executive Board, including maintaining effective communications

## **MEMBERSHIP**

Membership of the Stronger and Sustainable Board will:

- Be drawn from organisations that can contribute to the planning and delivery of stronger and sustainable communities outcomes.
- Be representative of public, third and private sectors

Members of the Executive Board will be:

- Senior officers that hold responsibilities in relation to the work of the Board
- Senior officers that can contribute to the work of the Board
- Third sector and private sector representatives
- Chairs of the sub boards

Membership of the sub boards will be:

- Officers identified as Indicator leads
- Officers that can contribute to the work of the sub board
- Third sector and private sector representatives

## **MEETINGS**

The Executive Board will meet bi-monthly.

The sub boards will meet at least four times per year, at a frequency determined by each board.

The Chair and Vice Chair of the Executive Board will rotate annually between DMBC and DCVS.

The Chairs of the sub boards will be determined by members at their inaugural meetings.

The quorum for meetings will be 50% of membership including a mix of organisations.

Papers for meetings will be circulated electronically to members at least five working days in advance of the meetings. Members will print their own papers for meetings.

Agendas will be determined by members of the Board and agreed by the Chair. They will include strategic planning and performance management in relation to the priorities and indicators.

Minutes of meetings will be taken. Draft minutes will be agreed by the Chair prior to the distribution of papers.

## **SUPPORT**

Support to the Board will rotate annually between DCVS and DMBC. This will include:

- Planning and notifying members of future meeting dates, times and venues
- Planning the agenda for meetings in liaison with Board members and the Chair

- Ensuring that appropriate officers are notified in relation to the production of papers that are requested by the Board
- Collating and distributing the papers for Board members
- Taking minutes of the meetings, and agreeing draft minutes with the Chair
- Briefing the Chair on the agenda and papers for the meetings
- Attending the DtS Officers meetings to ensure that the work of the Board is integrated into the wider partnership

### **ANNUAL REVIEW**

The Board will undertake an annual review to assess its performance and ensure that its structure and practice remains fit for purpose.

### **AMENDMENTS**

Amendments to the terms of reference may be proposed by any members of the Board and should be formally agreed at a Board meeting. Any changes that substantially alter that role and remit of the Board should be agreed by the DtS Board as well.