

# APPENDIX C

## Improvement and Recovery Board Terms of Reference

### Context

The Secretary of State for Levelling Up, Housing and Communities used his Best Value powers to appoint Commissioners at Slough Borough Council on 1 December 2021. He directed the Commissioners to ensure that the Council prepared and implemented an improvement and recovery plan to address the best value failure identified at the Council by the external assurance reviews in summer 2021.

An Improvement and Recovery Board is required to consider and report on progress as required by the Directions. The Board will meet monthly.

### Purpose

The Board will oversee the development and delivery of the Council's improvement and recovery plan. It will enable the Commissioners to provide assurance to Slough residents and the Secretary of State that the Council is taking the right action and has the capacity and capability to deliver the improvement required.

To this end, the Board will:

1. Promote a corporate, Council wide commitment to deliver the improvement and recovery plan.
2. Receive reports from the Finance Board<sup>1</sup> to make sure that resources are managed effectively and expenditure stays within budget.
3. Manage the formal reporting on progress to the Secretary of State to the timescales set out in the Directions.
4. Provide challenge to the Council on its improvement and recovery plan.
5. Provide advice and guidance to the Council on the actions required.
6. Make sure there is robust programme and risk/issue management to monitor progress against the improvement and recovery plan and its work-streams.
7. Once it is agreed, review the overall improvement and recovery plan quarterly.
8. Review individual work-streams by rotation at its monthly meetings, calling in the Cabinet member and director responsible plus any support staff as appropriate.

It is for the Council to take the actions required to deliver the recovery and improvement plan, using the policies and procedures it already has in place.

The Board will act as a consultative forum, providing challenge and advice as appropriate. The Commissioners will exercise the powers given to them by the Directions as and when necessary.

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<sup>1</sup> Chaired by the Finance Commissioner and met for the first time on 12 January 2022.

The Board will not meet in public. Its reports will be published on the Commissioners page on [slough.gov.uk](http://slough.gov.uk).

### **Membership**

Max Caller – Lead Commissioner (chair)

Margaret Lee – Finance Commissioner

Gavin Jones – Assistant Commissioner

Claire Willerton – Chief of Staff to the Commissioners

CLLr James Swindlehurst – Council Leader (deputy chair)

CLLr Dexter Smith – opposition leader

CLLr Rob Anderson – Cabinet lead for finance and performance management

Steven Mair – S.151 officer

Cabinet and officer lead for other business areas to attend as required

Note: as agreed at first meeting on 15 December 2021