

**Peterborough City Council Independent Improvement and Assurance
Panel (2023)**

Terms of Reference

Purpose

1. The purpose of the Panel is:
 - To provide external advice, challenge, and expertise to Peterborough City Council in driving forward the development and delivery of their improvement plan and transformation plan.
 - To provide assurance to the Council of the progress on delivering their improvement plan and transformation plan.
 - To provide four monthly reports to the Council on the progress of the delivery of the Improvement Plan and transformation plan.

2. This will involve:
 - Providing regular advice, challenge, and support to the Council on the full range of their improvement activities, and in particular on delivery of the recommendations in the CIPFA and Andrew Flockhart reports published on 3 November 2021 to ensure financial sustainability of the Council in three years (financial year 2024/25).
 - Working together across specialisms and acknowledging as well as challenging key dependencies with collegiate approach to managing and resolving risk.
 - Exploring key issues in detail through deep dives and specially commissioned pieces of work and through workshops.
 - Ensuring key decisions are made cognisant of the financial implications and impact on in-year budgets and the long term MTFS.

3. The Panel is expected to conclude in December 2024. Panel meetings will be held in private, and any minutes produced will not be published.

4. The Panel will meet monthly but will keep under review the frequency of these meetings.

5. The Improvement and Assurance Panel will comprise:

Independent Chair	Eleanor
Kelly Independent External Member (Finance)	Chris
Buss Independent External Member (Governance)	
Andrew Flockhart Independent External Member (Service)	
Chris Naylor Independent External Member	
Clive Heaphy (Assets, Contracts and Companies)	
Independent External Member (LGA)	Rachel Litherland

In attendance:

Leader of the Council	Cllr Mohammed Farooq
Leader of each political group in the Council	Cllrs Fitzgerald, Hogg, Jones and Day
Chief Executive	Matt Gladstone
Members of the Corporate Leadership and	Adesuwa Omoregie, Adrian
Transformation Team	Chapman.
	Amanda Rose, Amelia Midgley,
	Cecilie Booth, John Gregg, Mandy
	Pullen, Stephen Taylor and Ray
	Hooke.

6. Additional independent external members may be appointed to the Panel or invited to meetings with the agreement of the Independent Chair and the Chief Executive

Wider Local and Political Engagement

7. The Improvement and Assurance Panel will work closely with the other improvement boards/support mechanisms across the Council.

Costs

8. Any costs associated with the Improvement and Assurance Panel will be met by Peterborough City Council.
9. Panel members will be paid a fee for their work. The fee will be paid on a personal basis.
10. Panel members will need to work flexibly as the demand of the role requires. However, Peterborough City Council may wish to agree in advance the number of days advice to be provided by each Panel member over each 12-month period.
11. The Panel will be supported by an effective programme office to ensure that the overall programme plan is proactively tracked, kept up to date and that issues and risks are managed on a day-to-day basis through officer.