

DRAFT

LGR Members' Liaison Group

Terms of Reference

Purpose:

1. The purpose of the LGR Members' Liaison Group is to provide political oversight for the co-ordinated and timely delivery of the LGR Programme, and to provide a forum for informal liaison on matters requiring a joined-up approach in the implementation phase of the LGR Programme.

Role:

2. The role of the Members' Liaison Group (MLG) is to maintain oversight of the activity and integrity of the LGR Programme. The MLG will provide political leadership input from the two Shadow Authorities, and sovereign Councils as appropriate, into the shape and direction of the Programme, and on matters where a shared view is needed or an issue needs to be resolved and this is an appropriate forum.
3. The Implementation Team Leader/Deputies (SROs)/LGR Programme Director, on behalf of the Implementation Team (LGR Programme Board) will provide regular progress and performance updates on progress on the programme, during implementation phase, and the use of resources to enable effective programme delivery ahead of Vesting Day on 1st April 2023.
4. The MLG will receive reports as appropriate in advance of Shadow Authority meetings, for discussion, to enable a joined-up approach to key issues.
5. The MLG will consider major service design options and issues requiring agreement by Members that impact on both Shadow Authorities, for example the arrangements for any proposed hosted/shared services, the disaggregation of assets, programme timescales etc, to enable effective service delivery from Vesting Day on 1 April 2023.
6. The MLG will not be a decision-making body. Decisions regarding the Programme will rest with the Shadow Authorities, in liaison with the seven sovereign Councils.

Membership (and Chair):

7. Membership will consist of three Members (the Leader and two other Members) of each Shadow Authority, and Members of the sovereign Councils will be invited for items as appropriate. The Leader of each Shadow Authority may arrange for a substitute if one of the nominated Members cannot attend a meeting.
8. A Chair and alternate will be nominated from each of the Shadow Authorities, and agreed by the MLG at the first meeting, and the chair will rotate between Shadow Authorities meeting by meeting.
9. Leaders may choose to invite other elected Members for specific purposes/ for specific discussions, with the agreement of the MLG.

Frequency of meetings:

10. The MLG will meet fortnightly.

Administration of meetings:

11. The MLG will be administered by officers from the Programme Management Office, in liaison with the SROs/Implementation Team Leader and Deputy Team Leaders and the Programme Director. Meetings will be attended by the SROs/Implementation Team Leader and Deputy Team Leaders and the Programme Director. The Chief Executives of Sovereign Authorities will be invited to attend as appropriate.
12. A standard agenda will be used for each meeting. Standard reports and action logs will be used.

Review of Terms of Reference:

13. The Terms of Reference will be reviewed as required as the Programme and the implementation phase progresses. This will be at least quarterly.