

Regional Improvement and Efficiency Partnership (RIEP)

RIEP Officer Board

1. Terms of Reference

- To monitor and report to the RIEP Board on the performance of the Support Team and the implementation of the Business Plan
- To make recommendations to the RIEP Board on programmes and projects to implement the RIEP
- To monitor overall progress of the sub-regional groups against agreed contributions to the achievement of the RIES
- To make recommendations to the RIEP Board on the effective management of the RIEP

2. Membership

- Officer Board to consist of fourteen voting representatives – nine Counties/Unitaries and five District representatives (one per County Area)
- Board to be supplemented by observer representatives of East Midlands Regional Assembly (EMRA), Government Office for the East Midlands (GOEM) and the Audit Commission (AC) as agreed by the Board
- Board to include staff of RIEP Support Team
- Board able to invite additional representatives to attend specific meetings to assist in its work
- Board to elect annually a Chair and Vice Chair

3. Procedures

- Papers for the Officer Board to be circulated by the Support Team as secretariat at least seven working days in advance of the meeting
- Late or urgent papers to be tabled only if approved by the Chair or, in his/her absence, the Vice Chair
- Papers may be prepared by any Authority, sub-regional group, or the Support Team. Any papers not prepared by the Support Team to have a covering commentary by the Support Team
- Representatives at the Board meeting, whether voting or not, to declare an interest in any item and take no part in the discussion of that item, indicating the nature of any interest

4. Host Authority

- The Host Authority to act as the accountable body for the RIEP
- The Host Authority to employ the Support Team for the RIEP
- The Host Authority to advise on, and undertake, actions on behalf of the RIEP under its financial regulations, HR procedures and administrative arrangements
- The Host Authority to be consulted on any proposal that would impact on its duties as accountable body or employer