

Terms of reference

1. Name of Group

(Economic & Education/skills) Sub-group

2. Purpose of the Group

The purpose of this sub-group is to develop the priorities and actions of the *(Economic and Educational/skills)* theme which feed in to the Area Action Plan for Northwich & Rural North.

To ensure the priorities and actions reinforce the Northwich & Rural North APB vision and include the recommendations of the Area Partnership Board.

To report back to the Area Partnership Board on progress.

3. Duties

The sub-group will ensure all efforts are made to complete identified actions.

The sub-group will inform and make recommendations to the Area Partnership Board regarding:

- Short, medium and long term priorities for the Northwich & Rural North area
- Develop a performance management framework , detailing expected outcomes, timescales and expenditure associated with the area action plan
- Monitor the progress of the agreed priorities and actions and report back to the Area Partnership Board
- Monitor the progress of agreed commissions and report back to the Area Partnership Board.

Note: These terms of reference do not prevent the Area Partnership Board from making decisions regarding the Area Action Plan.

4. Reporting Arrangements

This sub-group reports to Northwich & Rural North Area Partnership Board.

The Area Partnership Board is not bound to follow any recommendations of the sub-group.

5. Support

Administrative support will be provided by Team Northwich. The Area Manager for Northwich & Rural North or a representative will attend all meetings.

6. Membership

The sub-group will consist of the relevant agencies / organisations and Councillors appointed by the sub-group Lead/Chair and Area Manager.

The sub-group will appoint a chair.

The Area Partnership Board will consider whether to reappoint the sub-group at the first meeting of each municipal year.

The sub-group is not a constituted meeting of the Council and is not subject to either the Council procedure rules or the access to information procedure rules, as set out in the Council's Constitution, unless stated otherwise in these terms of reference.

Councillors on the sub-group will be required to declare interests, as set out in the Council's Members Code of Conduct.

7 Frequency of Meetings

Meetings will take place on a regular basis, to be determined by the sub-group.

To allow time for a report to be prepared for the Area Partnership Board, sub-group meetings will take place at least 10 working days prior to the following Area Partnership Board meeting.

All meetings will take place in venues as agreed however in order for partner agencies to gain a better understanding of the whole area the venues will be varied where possible.

Reports and minutes will be circulated to members five working days before a meeting by email unless otherwise requested. The cost of meetings, if any, will be met from the Team Northwich's budget.

8 Review

These terms of reference will be reviewed annually at the first meeting of the Area Partnership Board in the municipal year.

Date of first approval:

Date of last review: