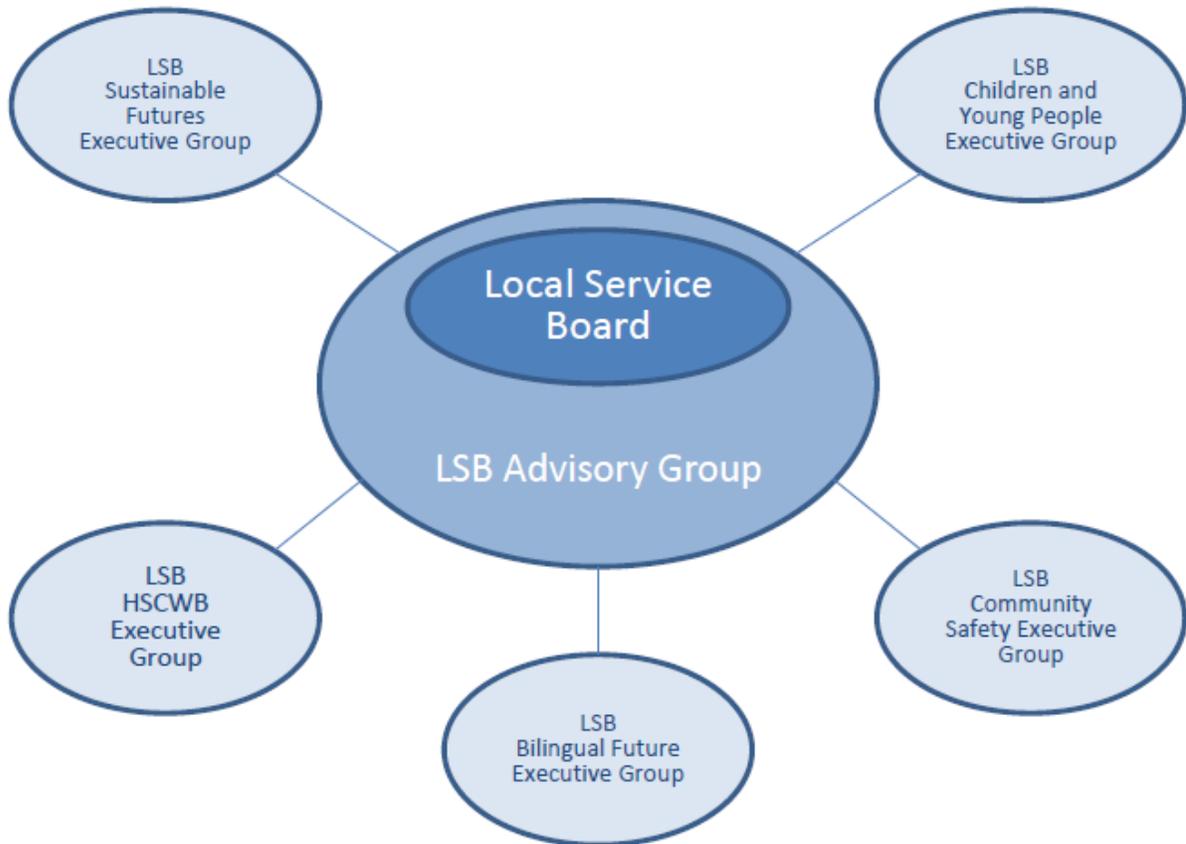


Ceredigion Local Service Board Sustainable Futures Executive Group

Terms of Reference

1. Ceredigion Local Service Board Structure



2. Introduction

In June 2012, Welsh Government published guidance on integrating partnerships and plans. The new guidance is titled 'Shared Purpose – Shared Delivery'. It replaces the Community Strategy, Health Social Care and Wellbeing Strategy, Children and Young People's Plan and the Community Safety Plan. Thus local Group structures are now streamlined under the clear leadership of the multi-agency Local Service Board (LSB), underpinned by a Single Integrated Plan (SIP).

Nevertheless, a number of statutory duties relating to the joint planning of Life-Long Learning, Environment and Regeneration services remain in force. The LSB has, therefore, decided to combine these and form an Executive Group for Sustainable Futures

in order to ensure that these duties are carried out under the auspices of the LSB. The LSB will provide leadership to delegate tasks and responsibilities and to oversee work undertaken by the Executive Group for Sustainable Futures.

3. Mission Statement

- 3.1 To guide and coordinate the activities relating to Life-Long Learning, Environment and Regeneration of stakeholders within the County, including monitoring and evaluation and delivery to achieve these.
- 3.2 To act as the lead Executive Group for Life-Long Learning, Environment and Regeneration for the Ceredigion Local Service Board including overseeing the implementation of the life-long learning, environment, economic and regeneration elements within Local Service Board's Single Integrated Plan.
- 3.3 To oversee the planning and implementation of externally funded Life-Long Learning, Environment and Regeneration schemes in the County including acting as lead Group for the delivery of the Rural Development Plan Wales Axes 3 and 4 in the County as required by EC Regulation No 1698/2005 Articles 59 (e) and 62 (1) (b).

4. Role and Responsibilities to the LSB

- 4.1 Receive a strategic lead and be accountable to the Ceredigion Local Service Board and report to it as required;
- 4.2 On behalf of the LSB, seek to achieve better outcomes and improve the well-being of the people of Ceredigion;
- 4.3 Contribute to the development of a Single Integrated Needs Assessment which is the key driver for setting out the needs and well-being of Ceredigion's population.
- 4.4 Contribute to the formulation of LSB priorities to be included in the Single Integrated Plan, as well as designing and delivering actions and targets in relation to these priorities;
- 4.5 Advise the LSB how requirements of national and local strategies, policies and priorities will be best tackled locally;

- 4.6 Provide recommendations to the LSB on arrangements for the joint commissioning of services and sharing of available funding, including core budgets of statutory partners and resource or financial contributions from the voluntary sector;
- 4.7 Regularly monitor and report on delivery against agreed targets relating specifically to the SIP
- 4.8 Delegate tasks to various sub groups /core aim groups or task and finish groups as required and oversee workforce development issues that arise from LSB priorities, service and national and local priorities;
- 4.9 Respond to any recommendations from the LSB, LSB Advisory Group, other LSB Executive Groups and other groups / partnerships.
- 4.10 Ensure that the work of the LSB and that of the LSB Executive Groups are promoted and communicated widely.

5. Objectives / Responsibilities / Principles

- 5.1 The preparation and submission of Local Strategies
- 5.2 Monitoring of the Local Strategies including co-ordination of Life-Long Learning, Environment and Regeneration activities strategies and action plans in Ceredigion and reporting to the Welsh Government and the Ceredigion Local Service Board as required.
- 5.3 The appointment of an appropriate Lead Body to act as Secretariat.
- 5.4 All financial management arrangements in accordance with external funders' / scheme requirements to ensure that regularity, propriety and value for money are achieved.
- 5.5 To put in place effective project appraisal systems to meet the external funders' / scheme requirements and ensure that external funding is well spent.
- 5.6 Agreeing and supporting appropriate individual projects and coordinating support for projects within its individual Group member organisations.
- 5.7 Securing the delivery of outputs set out in the local strategy, other strategies and schemes, plans and in individual project contract arrangements.

- 5.8 The Group will promote cohesion in the administration of local strategies and consider fully the interests of gender, disabled people, ethnic minorities and other socially disadvantaged and excluded groups.
- 5.9 Advising funding managers including the Welsh European Funding Office on matters relating to local issues and projects in the County

6. Governance and Accountability to the LSB

- 6.1 The LSB Executive Group for Sustainable Futures will be responsible to the Ceredigion Local Service Board and through that to their respective organisations. The Chair of the Executive Group will be an Associate member of the Local Service Board. Members of the Executive Group will take responsibility to feedback information to their respective organisations and vice versa.
- 6.2 The members of the Executive Group will represent the decision-makers responsible for the commitment of resources and will approve and commend plans to constituent partners. It will monitor risks and issues.
- 6.3 Each member will retain statutory responsibility for their functions. Governance arrangements will be agreed between the members to address the issue of public accountability and probity as well as satisfying Standing orders and Standing Financial Orders.
- 6.4 Whilst the LSB has the overarching responsibilities for the quality assurance of the work of its executive groups, the LSB Executive Group for Sustainable Futures has the lead role in quality assuring its work including monitoring and quality assuring the work of sub/task and finish groups.
- 6.5 The LSB and its constituent groups is not a separately constituted body and therefore its strategies and plans must be approved by each parent body.
- 6.6 The work of the Sustainable Futures Executive Group is subject to the scrutiny of the Thriving Communities Scrutiny Committee of Ceredigion County Council.

7. Membership

- 7.1 The Group will seek to be gender balanced and will have representation from the following:-
- Public and statutory sector,
 - Private sector and other social partners,

- Voluntary sector and
- Community sector.

7.1.1 Public and statutory sector

The following members shall appoint one representative:

- Welsh Government
- Ceredigion County Council
- Department for Work and Pensions (JobCentre Plus)
- Natural Resources Wales

7.1.2 Private sector and other local social partners

The following members shall appoint one representative:

- Local business representation
- Tourism Partnership Mid Wales Ltd.
- NFU
- FUW
- Siambr Ceredigion Chamber
- Theatr Mwldan / Aberystwyth Arts Centre
- Wales TUC
- Tai Ceredigion
- Careers Wales West
- Twristiaeth Ceredigion Tourism

7.1.3 Voluntary sector

The following members shall appoint one representative

- CAVO
- Aberystwyth University
- University of Wales: Trinity St. David
- Environmental Groups
- Coleg Ceredigion
- Ymlaen Ceredigion
- Area 43

7.1.4 Community Sector

The following members shall appoint one representative:

- One Voice Wales
- Antur Teifi
- Local Regeneration Groups – North
- Local Regeneration Groups – South
- Cynnal y Cardi Local Action Group

7.2 Each sector or individual member organisation on the Group may appoint:-

7.2.1 a full representative to the Group;

7.2.2 an alternate representative to replace the full representative if he/she is unable to attend any particular meeting of the Group. Sufficient notice, wherever possible, should be given to the Secretariat. Alternate representatives will receive notices of meetings and copies of papers.

7.3 Alternate representatives may attend with full representatives and may speak at such a meeting if invited to do so by the Chairperson.

7.4 Representatives on the Group will present their respective sectors or organisation interests and will be responsible for communication through workshops, focus groups, newsletters and other appropriate routes for consultation on matters arising. The full and alternate representative will be nominated by and will be accountable to the member sector or organisation. The representative or his / her alternate is required to attend meetings of the Group and may be required to represent the Group at other meetings. The representative is required to deliver at least annually a performance report to the member sector / organisation on the work of the Group.

7.5 Representatives on the Group will normally be appointed for a minimum period of 12 months. Full representatives and alternate representatives may be re-appointed.

7.6 Membership of the Group will be reviewed periodically.

7.7 Membership of the Group shall cease if:-

- it is an organisation which is dissolved or wound up;
- the organisation represented on the Group or the individual representative resigns in writing.

7.8 In the event of a representative resigning or otherwise leaving a member organisation, he or she shall cease to be a representative and the member organisation or sector will appoint another representatives.

- 7.9 The Group shall have power to terminate the membership of any organisation for good cause provided that the organisation concerned shall have the right to be heard by a full meeting of the Group before a final decision is made.
- 7.10 Organisations not otherwise represented on the Group, but with specialist knowledge or interests relevant to the Group's work, may be invited to attend by the Chairperson but have no role in the Group's decision making.
- 7.11 Advisors to the Group.

From time to time the Group may appoint advisers to assist it in undertaking its role. Advisers have an important role to play in the Group in ensuring appropriate linkages with other Groups and in particular other Local Service Board Executive Groups. Advisers may address meetings of the Group if invited to do so by the Chairperson but have no role in the Group's decision making.

8. Policy Management and meetings

- 8.1 The policy and general management of the affairs of the Group shall be determined by the Group which shall meet no less than four times each year.
- 8.2 The Chairperson should be elected by the whole Group and should be re-elected every year. The Chairperson will be eligible for re-election. The Group may elect a Chairperson that is not drawn from the Group. The Group may elect up to two Vice-chairs who should be re-elected each year.
- 8.3 The proceedings of the Group shall not be invalidated by any failure to elect or any defect in the elections, co-option or qualification of any member or representative.
- 8.4 A quorum of the Group shall be one-third of the members, while the quorum for any subsidiary group shall be one third of the members or three, whichever is the least.
- 8.5 In the absence of the Chairperson at any meeting of the Group and providing the meeting is quorate, the members present may elect a chairperson for that meeting.
- 8.6 Agenda papers will be circulated at least 5 working days before a meeting of the Group.
- 8.7 Where a member organisation, representative or alternate representative has an interest which would prejudice or give the appearance of prejudicing their ability to participate in a disinterested manner in the discussions of a particular matter, they are required to declare the nature of the interest that they may have in a particular agenda item before the discussion on that item begins. They should not remain in

the room for the discussion of the matter concerned. All declarations of financial and non-financial interests will be recorded in the minutes of the meeting.

- 8.8 The Group and its subordinate groups will operate on the basis of consensus. In the event of a disagreement, the Chairperson will seek to resolve any differences arising within the Group using all appropriate channels.
- 8.9 All decisions made by the Group will not be binding upon individuals and member organisations, allowing organisations to retain their responsibilities and independence of action.
- 8.10 The Welsh language and the English language shall have the same status and validity in all written and oral proceedings of the Group.
- 8.11 Representation on other bodies and Group.
- 8.12 The Group may appoint representatives to other bodies and meetings. The Group may appoint a member organisation, representatives or alternate representatives (or Lead Body officer) from the sector most appropriate to the role. Appointments will be made by the Group, following consultation and wherever possible by consensus and reviewed annually.
- 8.13 All meetings to be normally open to members of the public unless the Group decides that this would be inappropriate.
- 8.14 Establishment of Subsidiary Groups. The Group may establish subsidiary groups to discharge tasks. Subsidiary groups will include representatives and alternate representatives with an appropriate mix of skills and experiences. Subsidiary groups will not be decision making and will normally discharge tasks by making appropriate recommendations to the Group in accordance with these Terms of Reference.
- 8.15 These Terms of Reference may not provide guidelines for all situations which can arise. In such cases, it is for the Chairperson of the meeting to decide on the procedure to be followed in conformity with these Terms of Reference.

9. Alterations to the Terms of Reference

The Terms of Reference may be amended by a two-thirds majority of the votes cast at a meeting of the Group, but the members must be given a clear 14 days' notice of the proposed amendment(s) and no amendment is valid if it would make a fundamental change to the objectives and responsibilities of the Group.