

## **EDUCATION and LIFELONG LEARNING THEME GROUP**

### **1. Name**

- 1.1 The name of this theme group is the Aston Pride Delivery Partnership Education and Lifelong Learning Theme Group (“ELLTG”)

### **2. Powers**

- 2.1 The ELLTG is a working group formed by, and reporting to, the Aston Pride Delivery Partnership Board (the “Partnership Board”).

- 2.2 The ELLTG has the following functions:

2.2.1 To appraise, review or evaluate matters within the remit of the ELLTG as set out at para 8 or on any matter referred to it by the Partnership Board and to present their findings along with any recommendations they consider appropriate to the Partnership Board

2.2.2 To operate and make decisions on allocating funds as set out at paras 8.1.4 and 8.1.5, in accordance with the Partnership Board’s delegated authority and written criteria for issuing such grants. All such decisions will be reported to the Partnership Board at the next available opportunity.

2.2.3 The ELLTG will operate within any powers properly delegated to it by the Partnership Board, by way of a minuted resolution at a quorate Partnership Board meeting, (subject to any approval of Government Office for the West Midlands or the Accountable Body, should that be required from time to time).

2.2.4 The ELLTG will have decision-making powers covering its proceedings, attendance, servicing, annual work programme, information and support needs and recommendations to the Partnership Board. It will also have a duty to ensure that its work is communicated to residents and stakeholders on a regular basis through appropriate channels.

### 3. Composition

- 3.1 The ELLTG will consist of the following members, who will be entitled to vote at a meeting of the group:
  - 3.1.1 The Partnership Board's Community Members for Education;
  - 3.1.2 The Partnership Board's Nominated Agency Member for Education;
  - 3.1.3 The [NDC funded] Education Theme Manager for Aston Pride.
- 3.2 The quorum for a ELLTG will be three members of the group entitled to vote at such a meeting.
- 3.3 The ELLTG will also seek to include other interested parties ("Additional Members"), including the following:
  - 3.3.1 Local Education Authority;
  - 3.3.2 Connexions.
- 3.4 Additional Members or their deputies may be identified to supplement and strengthen the initial membership subject to the Partnership Board's prior agreement to their appointment. These Additional Members will be entitled to take part in discussions of ELLTG by agreement with the Chair, but may not vote.
- 3.5 Other persons may be asked to attend meetings of the ELLTG from time to time for the purpose of servicing meetings, delivery of reports and information, provision of specialist advice or such other contribution as the ELLTG may require. These persons will be permitted to address any meeting of ELLTG with the permission of the Chair but will not be entitled to vote.
- 3.6 Meetings of the ELLTG shall be open to all members of the Partnership. These members will not be entitled to vote, but may request that items be referred to the full Partnership Board before any decision is taken upon that item.

#### **4. Chair**

- 4.1 The Chair of the ELLTG will be elected by members of ELLTG, from the Community Members appointed to this theme area at the first meeting of the ELLTG, each financial year.
- 4.2 In the absence of the Chair, within 15 minutes of the time appointed for the meeting, the members present and entitled to vote will select one of their number to chair that meeting.
- 4.3 The Chair will be offered support by the Partnership Board and the Delivery Team in fulfilling the role of Chair, and will agree to undertake such training and development opportunities as are offered from time to time.

#### **5. Decision Making**

- 5.1 Decisions shall be arrived at by consensus. Each member will have one vote and all matters requiring a formal decision will be decided by a show of hands by those members present and entitled to vote.

#### **6. Declaration of Interests**

- 6.1 At every meeting of the ELLTG members must disclose any personal or pecuniary interest they have in any matter to be discussed at that meeting. (See Code of Conduct set out in Section 3 of the Governance Directory for further information.)

#### **7. Conduct**

- 7.1 Members of the ELLTG agree to read and comply with the Code of Conduct as a condition of membership of the group.

#### **8. Role and Tasks**

- 8.1 The ELLTG is to work on behalf of the Partnership with the following role and tasks:
  - 8.1.1 To develop, implement and regularly review a strategy to deliver education initiatives and activities that will achieve the High Level Outcomes set out in the Delivery Plan;
  - 8.1.2 To receive regular reports on expenditure and performance of the ELLTG to ensure that relevant budgets are spent

effectively and appropriately, and to monitor and review progress towards the achievement of the High Level Outcomes and the Education and Lifelong Learning Strategy;

- 8.1.3 To present reports and make formal recommendations to the Partnership Board on matters relating to education;
- 8.1.4 To consider and make decisions on applications for small grants up to £10,000 within the criteria agreed by the Partnership Board;
- 8.1.5 To commission feasibility studies up to £10,000 into particular areas of education work within the criteria agreed by the Partnership Board;
- 8.1.6 To develop a detailed understanding of the education and related issues in the Aston NDC Area, including an understanding of the key programmes, investment strategies, agencies, groups and individuals capable of influencing education improvements;
- 8.1.7 To develop a strategic approach in addressing the education and related issues in the NDC area, setting priorities for action – including, as appropriate, community capacity-building and the reconfiguration of mainstream programmes – that will deliver change and education improvements in the medium to long term;
- 8.1.8 To drive the process of raising awareness locally about education and related issues and what residents, traders, community groups and service providers can do to help deliver education improvements;
- 8.1.9 To make appropriate links with the work of other Theme Groups with the aim of strengthening the impact of the NDC programme across different theme areas;
- 8.1.10 To consider and make recommendations on applications for NDC funding to deliver activities that will contribute to the achievement of the Partnership's High Level Outcomes;
- 8.1.11 To identify specific areas of work that need to be undertaken to address strategic priorities and to draw up briefs that may be used to commission such work;

- 8.1.12 To keep education outcomes, targets, priorities and the progress of commissioned work under review, feeding into the Partnership's annual Delivery Plan cycle.

## **9. Community Involvement**

- 9.1 The ELLTG will ensure that its work is communicated on a regular basis to residents and stakeholders through a variety of media including open meetings and workshops, targeted publicity and group contact, and through the Partnership's consultative arrangements.
- 9.2 The ELLTG will promote active community involvement in the development and delivery of education strategies, supporting this with appropriate training and by facilitating regular and frequent discussion of education and related issues in the community and between the community and agencies.

## **10. Reporting Arrangements**

- 10.1 The ELLTG will report regularly on its work to the Partnership Board in such form and frequency as the Partnership Board requires, but at least four times a year.
- 10.2 In any event minutes of all ELLTG meetings will be prepared and submitted to the next meeting of the Partnership Board, for information purposes.

## **11. Servicing and Arrangements for Meetings**

- 11.1 The ELLTG will draw up an annual programme of meetings, at its first meeting each financial year, clearly setting out its servicing, minute-taking and reporting arrangements.

## **12. Dissolution**

- 12.1 The Partnership Board may at the request of the ELLTG or of its own volition resolve to dissolve the ELLTG should it feel it desirable to do so.