

EMPLOYMENT THEME GROUP

1. Name

- 1.1 The name of this theme group is the Aston Pride Delivery Partnership Employment Theme Group (“ETG”)

2. Powers

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

- 2.2 The ETG has the following functions:

2.2.1 To appraise, review or evaluate matters within the remit of the ETG 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 ETG 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 ETG 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 ETG 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 Employment;
 - 3.1.2 The Partnership Board's Nominated Agency Member for Employment;
 - 3.1.3 The [NDC funded] Employment Theme Manager for Aston Pride.
- 3.2 The quorum for a ETG will be three members of the group entitled to vote at such a meeting.
- 3.3 The ETG will also seek to include other interested parties ("Additional Members"), including the following:
 - 3.3.1 Job Centre Plus;
 - 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 ETG by agreement with the Chair, but may not vote.
- 3.5 Other persons may be asked to attend meetings of the ETG 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 ETG may require. These persons will be permitted to address any meeting of ETG with the permission of the Chair but will not be entitled to vote.
- 3.6 Meetings of the ETG 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 ETG will be elected by members of ETG, from the Community Members appointed to this theme area at the first meeting of the ETG, 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 ETG 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 ETG 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 ETG 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 employment 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 ETG 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 Employment, Business and Economy Strategy;
- 8.1.3 To present reports and make formal recommendations to the Partnership Board on matters relating to employment;
- 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 employment work within the criteria agreed by the Partnership Board;
- 8.1.6 To develop a detailed understanding of the employment and related issues in the Aston NDC Area, including an understanding of the key programmes, investment strategies, agencies, groups and individuals capable of influencing employment improvements;
- 8.1.7 To develop a strategic approach in addressing the employment 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 employment improvements in the medium to long term;
- 8.1.8 To drive the process of raising awareness locally about employment and related issues and what residents, traders, community groups and service providers can do to help deliver employment 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 employment 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 ETG 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 ETG will promote active community involvement in the development and delivery of employment strategies, supporting this with appropriate training and by facilitating regular and frequent discussion of employment and related issues in the community and between the community and agencies.

10. Reporting Arrangements

- 10.1 The ETG 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 ETG 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 ETG 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 ETG or of its own volition resolve to dissolve the ETG should it feel it desirable to do so.