

SKILLS, EMPLOYMENT AND ENTERPRISE PRIORITY DELIVERY GROUP (PDG)

TERMS OF REFERENCE

1. Background

The Skills, Employment and Enterprise PDG (SEEPDG) is one of a network of thematic Priority Delivery Groups (PDGs) that report into the Slough Wellbeing Board (SWB).

The purpose of these Groups is to identify and take lead responsibility for the delivery of certain aspects/themes contained within Joint Slough Wellbeing Strategy (SJWS).

The Slough Wellbeing Board (SWB) is the strategic partnership board between the council and statutory partners. The Board holds the statutory functions of Health and Wellbeing Boards, as set out in the Health and Social Care Act 2012, and sets the strategic priorities to improve the health and wellbeing of the residents of Slough. The SWB is also responsible for directing the development and implementation of the SJWS.

The key responsibilities of the Slough Wellbeing Board shall be to:

- Provide strategic and organisational leadership in developing the SJWS' vision for the five priorities:
 - Health
 - Economy and skills
 - Housing
 - Regeneration and environment
 - Safer Slough
- And the two cross-cutting themes:
 - Civic responsibility
 - The image of the town
- Assess the needs of the local population and lead the development of the statutory Joint Strategic Needs Assessment;
- Ensure the delivery of the SJWS objectives and other key targets;
- Identify objectives within the SJWS on which the PDGs might take a lead and agree those objectives with respective PDG Chairs;
- Develop the vision for the Health Strategy that will help to ensure the delivery of the SJWS;
- Direct the Health PDG to develop and implement the Health Strategy;
- Mobilise, co-ordinate and share resources across its membership and from others to deliver agreed priorities;
- Promote integration and partnership working across all areas, including through promoting joined up commissioning plans across the NHS, social care and public health;
- Support joint commissioning and pooled budget arrangements, where all parties agree this maybe a requirement
- Sign-off the SEE PDG Terms of reference, the Economic Development Strategic Plan for Growth and supporting action plans/work programmes ;
- Identify areas of work - particularly under the wellbeing agendas, where two or more PDGs may usefully work together to deliver SJWS priorities;
- Ensure sufficient input and resources are allocated to the delivery of those SJWS priorities which require the participation of two or more PDGs to deliver, under a shared working arrangement;
- Regularly receive reports from PDGs about those aspects of the SJWS that they are responsible for delivering;

- Regularly receive reports from other themed groups/partnerships etc to account for those aspects of the SJWS that they are responsible for delivering;
- Help overcome any barriers to progress identified by the PDGs, other themed groups/partnerships etc by taking a joint strategic approach as and where appropriate;
- Hold PDGs to account for performance on agreed priorities.
- Hold other themed groups/partnerships etc to account for those aspects of the SJWS that they are responsible for delivering;
- Regularly review performance against key strategic targets;
- Provide advice to the SWB on issues relating to wellbeing if requested.

2. Aim of the SEE Priority Delivery Group

2.a). Role and remit

- Send its Terms of Reference to the SWB for sign-off.
- Have regard to the SJWS in developing and refreshing sub group strategies and programmes and bring this to the SWB for review.
- Ensure that the strategy and the wider work programme of the SEE PDG reflects the areas of the SJWS that the SEE PDG has agreed to lead on.
- Provide regular reports to the SWB on progress against the areas of the SJWS that the SEE PDG is leading on. These reports should also identify any barriers to progress on broader initiatives which the SWB may be able to address, as well as highlighting issues which the SWB might wish to incorporate in the SJWS or its future work programme.
- Provide input as required to support the delivery of the SWB's priority work-streams as these relate to health and wellbeing.
- Provide advice to the SWB on issues relating to wellbeing when requested.
- Alert the SWB to any issues it should be aware of at any time.

2.b) Relationship with other PDGs

- Identify work programmes underway which relate to the group and identify those which can be managed by the PDG alone and those which require a joint approach, as well as its own role in each, be it as lead or supporting PDG. This will also include work programmes which the PDG needs to be aware of even where it has no direct input.
- Ensure a representative from the group of seniority and in a position to make decisions and effectively represent the board members, sits on and is also a member of other key PDGs as appropriate.
- The role of the group representative will be to:
 - make strategic connections between the work programmes of both the PDG and the group,
 - be a conduit for sharing information in the PDG meetings
 - report back key messages to the group, for information, decision or action.
- Ensure, for programmes of work that could equally be led by more than one PDG, a 'lead' PDG is agreed and the 'supporting' PDG ensures adequate resource is provided to contribute to the programme.
- Provide appropriate levels of input and resource into programmes that other PDGs are leading on and for which there is a shared interest.
- Receive and review update reports from members participating in project groups for work programmes led by other PDGs and provide an appropriate response to these.
- Share the information with the other PDGs so that they are fully aware of the group priorities and can provide feedback on these.

4. Accountability

The Group is accountable to the SWB and Slough Borough Council. Any recommendations made by the Group that fall outside its delegated powers will be submitted to Elected Members of the Council or Chief Officers for consideration and approval, as appropriate.

5. Appointment of the Chair and Vice Chair

Members are responsible for nominating a Chairperson and Vice Chair person. The appointment of Chairs will be via endorsement at the SWB. Chair and Vice Chairs will be appointed for a period of one year - although sitting Chairs can be appointed for subsequent periods. All changes to the Chair and Vice Chair need to be approved by the SWB.

6. Role and responsibility of the Chair

The Chair, with support from the Lead officer and the Vice Chair (see paragraph 7 below) is responsible for facilitating the effective functioning of the Group, by:

- Acting as the main link between the Group and the SWB
- Setting the Group's performance targets and developing appropriate milestones for assessing and measuring the impact of its activities
- Reviewing the Group's performance against agreed targets and milestones and submitting formal reports to the SWB on its achievements, as and when required
- Attending the SWB to answer questions
- Ensuring that the Group works effectively with the Council and other partner agencies
- Reporting issues (on an exception basis), to the SWB and Council's Chief Executive, particularly where the issue may impact negatively on the achievement of a Group and / or SWB priority
- Chairing Group meetings
- Approving all Group agendas
- Allocating and directing actions as appropriate
- Supporting members on the Group (as and where appropriate)
- Directing and co-ordinating the delivery plans/work programme of the Group
- Allocating Group resources.

7. Role of Vice Chair (if appointed)

The Vice-Chair will:

- Carry out the Chair's duties in their absence (see paragraph 6 above)
- Provide support and assistance to the chair in carrying out their responsibilities
- Act as a 'critical friend' and sounding board for the Chair
- Take on specific responsibilities from the Chair
- Be open to approaches, where appropriate, from other members about the work or judgement of the Chair and discuss any issues arising with the Chair.

8. Membership

The Group will be comprised of the following members/representatives:

Members will be drawn from a strategic level from within each partner organisation. The core membership of Group will be limited to around 6-8 members.

Consistency in core membership must be maintained. Thus, once a partner organisation has committed itself to joining the SEE PDG, substitute or alternative representatives may only attend for a specific purpose and with the pre-agreement of the Chair. Any substitute or alternative representatives must have the authority to make decisions on the core member's behalf.

9. Members roles and responsibilities

Members are responsible for:

- undertaking research on behalf of the Group and the SWB where appropriate ;
- carrying out responsibilities on behalf of their organisation or agency on behalf of the Group;
- contributing to the work programme of the Group and SWB related priorities /activities/projects/outcomes;
- sharing information with their own agencies and constituent organisations within the sector;
- securing a mandate to make decisions about Group activities on behalf of their own agencies and constituent organisations within the sector;
- responding to Group matters outside of meetings;
- Responding on behalf of their agencies and constituent organisations to any consultations undertaken by the Group or others (where appropriate).
- Participating in the work of other PDGs by sitting on and in some circumstances becoming a member of the other thematic PDGs, as appropriate. The role of these members will be to:
 - make connections between and work together to deliver particular SJWS priorities within the work programmes of the participating PDGs,
 - act as a conduit for sharing information amongst the relevant PDGs;
 - reach decision on an agreed way forward concerning the delivery of SJWS priorities;
 - monitor performance against agreed priorities;
 - Report back to their respective PDGs and the SWB on actions taken, progress made, performance targets achieved etc.

10. Termination

Any member may terminate their position on the Group by formally writing to the Chair and detailing the reasons behind their decision to leave.

11. Code of conduct

Members are expected to carry out their role and responsibilities in accordance with paragraph 9 above. The following members are bound by the following:

12. Attendance

A record of members attendance at meetings will be kept by the lead officer.

If any member consistently fails to attend a meeting, give apologies or nominate a suitable replacement, the Chair reserves the right to discuss their position on the Group with the individual first then with the organisation and/or their host agency or organisation and agree appropriate action.

13. Frequency of meetings

The Group will meet 4 times a year. It may also hold other meetings as it considers necessary.

A schedule of meeting dates to be held in a forthcoming financial year will be agreed and publicised in the last quarter of the current financial year (i.e. between January and March 2014 for the 2014/15 FY).

The lead officer will develop a Forward work plan for the group setting out programmed agenda items for the year ahead based on information provided by members. This plan will be reviewed and updated (where necessary) as a minimum every six months.

14. Agendas and discussion papers

The Lead officer will prepare all of the Group's agendas in liaison with the Chair and using the group's forward work plan.

New items for each agenda must be submitted to the Lead officer for consideration/inclusion no later than fourteen days before each scheduled meeting. Urgent items will only be included by agreement of the Chair.

Discussion papers/reports etc will be prepared by the lead officer and /or members as and when required. All discussion papers/reports etc will be circulated one week prior to the PDG meeting.

15. Minutes

The lead officer will minute each meeting of the Group. All decisions made by, and actions agreed by the Group will be recorded in writing in the minutes.

16. Decision making

All decisions taken by the Group will be consensual. If a consensus cannot be reached the Group will take a vote on the issue and it will be decided by a simple majority. In the event of a tied vote the Chair will cast the deciding vote.

A quorum of the Group will be one-third of the membership but must include the Chair or someone nominated on their behalf.

17. Performance reporting requirements

The Group will use the Board's Performance Monitoring Framework (where appropriate) to measure its progress against the delivery of key Wellbeing Strategy and the Economic Development Strategic Plan for Growth priorities and desired outcomes. It may also develop its own framework to measure progress against any strategy or plan it has agreed.

18. Freedom of Information and Data protection requirements

The Group is subject to the provisions of the Freedom of Information Act 2000 and the Data Protection Act 1988 as regards the public's rights of access to, and the holding of information by, public bodies.

19. Equalities

The Group will have regard to the Equalities Act 2010 and will undertake Equality Impact Assessment as and where appropriate.

20. Communication arrangements

These are at to be developed by the group.

21. Risk Management

The lead officer will develop a Risk Register and Risk Management Plan on behalf of the Group in accordance with the council's corporate approach to risk. The Risk Register and Management Plan will specify who is responsible for managing risk on behalf of the Group. The risk register will be reviewed and updated (where necessary) as a minimum every six months.

22. Dispute Resolution

Should any member of Group have a complaint or conflict with another member, or a member of the SWB, that they are unable to resolve, they will be expected to raise the issue with the following people and in the following order:

- Stage 1: SEE PDG Chair
- Stage 2: Chair of the SWB

Where a complaint cannot be resolved to the complainant's satisfaction at stage 1, it will be progressed to stage 2.

23. Changes to the Terms of Reference

The Group's terms of reference will be reviewed annually. Any changes made to these terms of reference will require the approval of the SWB.

24. Exit Strategy

The Group's lead officer will develop (and maintain) an exit strategy on behalf of the Group, in accordance with the council's corporate governance procedures.

25. Dissolution

Dissolution of the Group as a PDG will only occur if direction and/or guidance to this effect is given by the SWB.

26. Task and Finish groups

The PDG may establish task and finish groups to carry out specific activities. These will normally be established with a deadline to complete their work and have their own terms of reference.