

Draft Terms of Reference for Economy and Enterprise Commissioning Board

1 Aim

- 1.1 The Economy and Enterprise Commissioning Board is a key mechanism to ensure that the Oldham Partnership delivers its Borough-wide priorities as stated in the Community Strategy and the Local Area Agreement (LAA). The Board has a specific focus on improving employment opportunities and skills attainment for local people, and creating an environment to encourage entrepreneurship and investment. The Economy and Enterprise Board will commission proposals arising from the Economic and Learning Partnerships strategies.

2 Role

- 2.1 The role of the Economy and Enterprise Commissioning Board is to:

- Approve and prioritise delivery plans and programmes developed by the sub partnerships that meet the LAA and Community Strategy outcomes.
- Make decisions about how the Economy and Enterprise LAA funding is allocated;
- Make decisions about how other relevant funding is allocated e.g. ERDF;
- Monitor how the funding is being spent and performance against targets;
- Monitor the changing economic and skills profile of the Borough and commission activity to address areas requiring improvement; and
- Reallocate funding where there is under performance or when priorities change.

3 Membership

- 3.1 See Appendix 1.

- 3.2 The Board will consist of representatives from the following:

- 3 members of the Local Learning Partnership
- 3 private sector members from the Economic Partnership
- 1 member of Town Centre Partnership
- 1 private sector member of Cultural Partnership
- Cabinet Member for Regeneration and Environment
- Cabinet Member for Education
- 2 members from voluntary and community and faith sector
- 1 member from the Learning and Skills Council
- 1 member for Job Centre Plus
- 1 member from the North West Development Agency
- 1 member from Manchester Enterprises.

4 Chairing the Meeting

- 5.1 To be agreed.

- 5.2 The Accountable Officer will be the Executive Director for Regeneration.

5. Frequency of Meeting

- 5.1 The Economy and Enterprise Board will meet on a quarterly basis in keeping with the performance management review timeframe, however there will be a mechanism for taking decisions in between meetings on ad-hoc funding proposals of less than £50k. These interim agreements will need to be approved by the Accountable Officer in consultation with the Chair and Vice Chair. These decisions will then be reported to the Board for endorsement at the next meeting.
- 5.2 Agendas and papers will normally be circulated 5 working days prior to the meeting, usually by email. Agenda items to be submitted to the Co-ordinator.

6 Responsibilities of the Group

- 6.1 Each sub partnership will be responsible for the performance management of targets and the delivery of key strategies. The Board will, where appropriate, receive quarterly monitoring reports, which will form the basis of decision making and commissioning.
- 6.2 The Chair and/or Accountable officer will report to the Oldham Partnership on progress of the targets and priorities for commissioning as appropriate.
- 6.3 Board members must 'declare interest' on issues, projects or organisations where they may directly or indirectly benefit professionally or personally from their position on the group. Board members may be expected to leave the meeting at this point.

Appendix 1 – Membership of Economy and Enterprise Commissioning Board

David Benstead	Chair of Oldham Economic Partnership
Nick Brown	Chair of Oldham Local Learning Partnership
Ken Collett	Economic Partnership
Cecil Edey	Manchester Enterprises
Mike Flanagan	Town Centre Partnership
Michelle Ford	Learning and Skills Council
Joanna Foster	North West Development Agency
Marie Gillott	Job Centre Plus
Robin Henshaw	Voluntary, Community and Faith Partnership
Cllr Dave Hibbert	Cabinet Member for Regeneration and Environment
Rob Jackson	Voluntary, Community and Faith Partnership
Cllr Hugh McDonald	Cabinet Member for Education
Tim Mitchell	Oldham Local Learning Partnership
Kevin Shaw	Chair of Oldham Cultural Partnership
Cllr Howard Sykes	Leader of the Liberal Democrat Group
Kath Thomas	Oldham Local Learning Partnership
Jo Britton	Economic Partnership - Skills and Workforce Champion
Supporting Officers:	
Tom Flanagan	OMBC – Executive Director for Regeneration
Michele Carr	OMBC – Head of Corporate Policy