

COUNCIL MEETING – 24 JUNE 2008

APPOINTMENTS TO OUTSIDE BODIES

**1 DERWENT AND SOLWAY HOUSING ASSOCIATION
ROUTES TO WORK STRATEGIC STEERING GROUP**

The Council is invited to appoint one Councillor representative to the Steering Group, whose terms of reference and aims and objectives are attached. There are currently no Council representatives.

Meetings are held bi-monthly, alternately in Copeland and Allerdale and last for approximately 2-3 hours. Derwent and Solway carry indemnity insurance in respect of local authority representatives.

Derwent and Solway do not pay attendance allowances or travelling and subsistence to local authority representatives. Travel and subsistence will therefore be payable under the Council's Members' Allowances Scheme for attendance at meetings.

ROUTES 2 WORK

TERMS OF REFERENCE – STRATEGIC STEERING GROUP:-

1. AIMS OF THE STEERING GROUP

- 1.1 To ensure that the services provided from the centre meet the support, training and employment aspirations of the community and clients assisted by Routes 2 Work.
- 1.2 To successfully work in partnership with other organisations both, public, private and voluntary sector to ensure training and employment aspirations of key stakeholders in the community are met.

2. ROLE OF THE STEERING GROUP

- 2.1 The steering group is responsible for overseeing all project activities. This includes identification and development of structures, goals and policy for the centre, together with directing project activities in line with National, Regional and Cumbria/West Cumbrian wide people based regeneration priorities.

This can be detailed across four main areas:-

- Giving strategic direction to project development and activities
- Monitoring service output
- Liaising with other organisations to develop strong partnership links to support the achievement of Routes 2 Work's vision.
- Broad policy issues related to facilities management

3. ACCOUNTABILITY AND REPRESENTATIVE STRUCTURE

- 3.1 The Director of Derwent and Solway Housing Association and Routes 2 Work Manager will both be members of the strategic steering group.
- 3.2 It is recommended that the membership of this group comprises of The Deputy Leader of Allerdale Borough Council, Deputy Leader or nominated member from Copeland Borough Council, together with key officers from West Lakes Renaissance, Cumbria County Council and Jobcentre plus
- 3.3 The steering group will elect a Chair and a Vice Chair on an annual basis

4. MEETINGS OF THE STEERING GROUP

- 4.1 It is recommended that initially the steering group meets bi-monthly but this may be reviewed and reduced to quarterly once the strategic direction and roles of the group are determined.
- 4.2 The minimum number for a quorate meeting will be three.
- 4.3 Where deemed appropriate the Steering Group may set up sub-groups, with or without delegated authority to work on specific issues. This will hopefully

give more capacity/flexibility to the steering group in terms of its ability to respond quickly or deal with a number of issues at the same time.

5. COLLECTIVE RESPONSIBILITY

Members of the Steering Group will share collective responsibility for decisions made.

6. CODE OF CONDUCT

Members of the steering group must conduct themselves in a reasonable manner at all meetings and in connection with all issues relating to Routes 2 Work. Members will be expected to observe collective responsibility principles.

7. SERVICING AND OFFICER SUPPORT

Servicing is defined here as administrative support for the group. It will be carried out by a Routes 2 Work member of staff and will include the following;

- Minute taking and distribution
- Notification of meetings
- Typing and mailing of correspondence
- Preparation of agendas in partnership with the Routes 2 Work Chair and/or Vice Chair.
- Any other reasonable administrative support function

8. EQUALITY AND DIVERSITY

The Steering Group will adopt and observe the equality and diversity policy for Routes 2 Work.