

Economic Development & Enterprise Block Steering Group

Terms of Reference

- 1.0 The role of the Economic Development & Enterprise Block Steering Group (ED&EBSG) is report performance of the Economic Development & Enterprise block into agreed structures of the Lancashire Partnership.

More specifically it shall:

- 1.1 Be responsible for delivering the outcomes, sub-outcomes and targets agreed in Lancashire's LAA for the ED&E block;
- 1.2 Coordinate and manage the delivery of Reward Targets, including the performance of work funded with Pump-Priming Grant.
- 1.3 Report performance to LAA Steering Group.
- 1.4 Contribute to the Refresh process.

2.0 **Structure**

- 2.1 The Group shall be represented as per the agreed Governance structure.
- 2.2 The Chair of the Group shall be selected by members present at the meeting reporting on Quarter 1 performance in each year; this shall usually take place in August. The position of Chair shall be rotated through partners annually.
- 2.3 Decisions of the Group shall be taken through the agreement of consensus.

3.0 **Measure Owners**

- 3.1 Each of the strands within the block shall have Measure Owners:
 - Skills (Learning Skills Council) for E1, E2, E3, E4 } E5, E6,
 - Worklessness (Jobcentre Plus) for E8 } E7
 - Business (Business Link Lancashire) for E9, E10 } E11
 - Transport (LCC Local Transport Plan) for E11 }
- 3.2 Measure Owners shall:
 - Coordinate the delivery of performance for that measure within the block, including production of Action Plans;
 - Be responsible for operational performance, performance data and entering relevant commentary about that measure;
 - Report into the Perform system as per Protocol;
 - Report performance to the Block Steering Group.

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- 3.3 Measure Owner Assistants shall support the Measure Owner by:
- Accessing the relevant performance tracking software and reporting on progress against milestones and targets, as required;
 - Support the Measure Owner in their delivery of performance for that measure within the block.
- 4.0 **Administration**
- 4.1 The Group shall be administered and supported by Lancashire County Council Policy and Lancashire County Developments.

A draft was presented at the Steering Group meeting, 7th August 2006 for comment.

This copy was presented for Approval at the Steering Group meeting, 4th September 2006.