

## TERMS OF REFERENCE DELIVERY SUB-BOARDS

### STATUS:

- **The Delivery Sub-Boards will be Sub-Committees of the North Wales Economic Ambition Board and some of the Sub-Boards will be constituted with delegated powers to make decisions, as agreed, within their areas of responsibility.**
- **The Thematic Delivery Sub-Boards are identified in Appendix 1.**

### PURPOSE OF SUB-BOARDS:

To respond to and implement the briefs and commissions as instructed and agreed by the Economic Ambition Board.

The Sub-Boards have the following generic roles and responsibilities:

#### Strategic

- to co-ordinate Local Authority and other partner activity so that a strategic regional approach takes place in the relevant policy area;
- to provide relevant strategic advice to the Board;
- to support the Board to influence national policies and funding programmes;
- to enact the decisions of the Economic Ambition Board. The Economic Ambition Board will provide direction and commission the Delivery Sub-Boards to undertake key tasks.

#### Programme & Project Management

- to co-ordinate the planning, development and delivery of relevant Programme(s) commissioned by the Economic Ambition Board;
- to co-ordinate the planning, development and delivery of relevant Projects commissioned by the Economic Ambition Board, specifically the Projects included in the Growth Deal "Bid". This will include the development of individual Outline Business Case and 5 Case Business Models for each Project;
- to monitor and review progress and impact of relevant Programme(s) and related Projects, and to put forward any recommendations to the Board.

#### Resource Management

- to oversee the deployment of the relevant budget and to ensure value for money in the use of the budget;
- to report to the Economic Ambition Board on the budget and to seek approval from the Economic Ambition Board for any variations in the budget.

#### Performance Management

- to co-ordinate the reporting of performance of the relevant Programme(s) and Projects to the Board;
- to maintain and manage performance and risk management reporting system.

## Sub-Committee Powers

- the Economic Ambition Board may delegate formal decision making powers to the sub-group. The Economic Ambition Board will retain the ability to use such powers itself and the sub-group may refer matters back to the Economic Ambition Board for decision;
- to make decisions within the scope of authority delegated by the Economic Ambition Board. The Economic Ambition Board will provide direction and commission the Delivery Sub-Boards to undertake key tasks;
- to commission all necessary works and services via the Programme Office, or externally, to deliver the projects commissioned by the Economic Ambition Board.

## DECISION MAKING SUB-COMMITTEES:

Decisions will normally be reached by achieving consensus and then a formal vote amongst the 6 local authority members requiring a simple majority.

In the event that a vote is deadlocked the issue will be referred to the Economic Ambition Board for decision.

## MEMBERSHIP:

Core membership of the Formal Delivery Sub-Boards (with delegated powers to make decisions on behalf of the Board) will consist of 6 representatives from each of the Local Authorities. However, there will be invited Observers appointed based on their knowledge and potential contribution to the areas of responsibility. It is expected that Local Authority representatives will be at Cabinet level. The other Sub-Boards will be inclusive in terms of membership and will work on the principle of partnership.

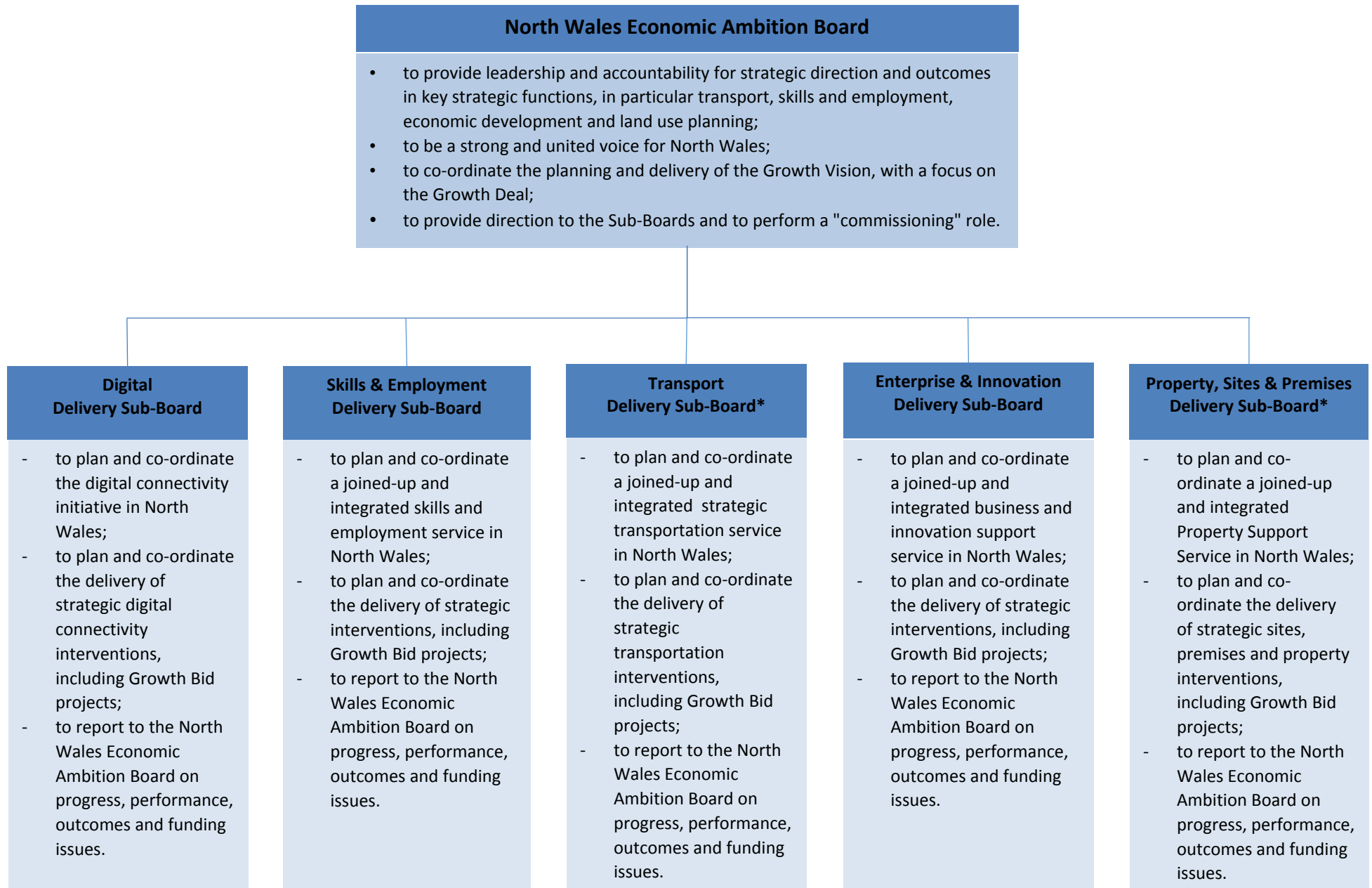
The Chair of each Delivery Sub-Board will be invited to some meetings of the Economic Ambition Board to report on progress, performance and outcomes.

The Economic Ambition Board will create a Portfolio Lead for each of the Delivery Sub-Board themes. They will be Observers in meeting of the Sub-Board, and will ensure a direct link with the Economic Ambition Board.

A Lead Officer/Advisor for each of the Delivery Sub-Board will be appointed.

## SECRETARIAT:

- Secretariat for the Delivery Sub-Boards will be provided by the Programme Office for the North Wales Economic Ambition Board.



*\* Formal Delivery Sub-Boards that will be constituted – at this stage – with delegated powers to make decisions on behalf of the North Wales Economic Ambition Board*