

Terms of Reference	SummitSkills Sector Skills Agreement Implementation Group (North West England Region))
Constitution	<p>The North West England Region Sector Skills Agreement Implementation Group will include representatives from:</p> <ul style="list-style-type: none"> • Employers • Employer Representative Bodies • Unite the Union • Learning & Skills Council • Jobcentre Plus (through Wendy Jones Regional Partnership Manager as Electronic member) • North West Regional Development Agency • BusinessLinkNW • Training provision represented by North West Providers Network(NWPN) for FE and Work Based provision and North West Universities Association(NWUA) representing Higher Education provision. • SummitSkills Operations Manager • Other internal and external representation deemed by the group to be appropriate <p>Membership will be by invitation only. The team will have a maximum of 12 -15 members</p>
Purpose	<p>The group will assist SummitSkills to implement the Sector Skills Agreement and, in particular, steer the delivery of the associated action plan.</p>
Aims	<ul style="list-style-type: none"> • To advise on the implementation of the SSA in that business year • To monitor progress and ensure adherence to the action plan over a 3 year period • To lead on specific activities • To develop and ensure effective communication with other partners not represented on the group • To make regular reports to the Management Committee
Chairmanship	<p>The Chair will be from a sector employer/business and will be rotated on an annual basis.</p>
Accountability	<p>To SummitSkills' Management Committee via the regional Operations Manager. The Operations Manager will communicate implementation progress and particular issues requiring national resolution or further input to the Management Committee for consideration and feedback.</p>

Quorum	For the Group to be quorate, there must be at least five people in attendance including an employer member.
Task and Finish Groups	<p>The Group may decide to establish 'Task and Finish' teams to manage delivery of specific work areas in the action plan. These teams will be lead by two members of the Implementation Group and are likely to have wider membership from the sector, including employers,</p> <p>Appropriate to the specific task to be delivered. The teams will report to the Regional implementation Group and exist for the time required to achieve the task.</p>
Frequency of Meetings	The group will meet at least quarterly or more frequently if the group determines a need.

Updated 5 June 2008