

Growing Mid Wales Partnership

Terms of Reference

Vision

“To progress jobs, growth and the wider economy within the Mid Wales region.”

Partnership rationale

Across the public, third and private sectors in Mid Wales, we acknowledge the need for developing consensus on priorities for our region, and for sharing our vision to progress jobs, growth and the local economy. We need greater impacts and better results from working together across the region with diminishing public resources.

Growing Mid-Wales Partnership will provide regional leadership on our vision and will be an effective, ‘light touch’ mechanism that will scrutinise, challenge, identify opportunities and shortcomings and so initiate and propose interventions to achieve more and better results for our region.

Partnership values

Partnership working and mutual respect

We are seeking to work in ways that recognise our members’ other commitments but will foster and value genuine partnership and shared vision. We know that there is no one, simple recipe for this. We acknowledge that the partners and stakeholders who can contribute to or be engaged around any given activity will vary, depending on the nature of that activity.

Achieving more and better results across the region

1. Our vision for emerging proposals is to link and add value to wider investments proposed within Mid-Wales and that further proposals will emerge through our partnership that add value.
2. We see the Partnership as helping stakeholders deliver interventions in Mid Wales that are mutually supportive, better developed and therefore more able to achieve agreed plans.
3. We need to focus on what is new in our vision including breaking down barriers to joint working and promoting partnership working across sectors and integration of approaches to achieve better results.

Role and Responsibilities

4. **Growing Mid Wales Partnership** will act as a focal point for collaboration and collective working to progress jobs and growth and the wider economy in the Mid Wales region
5. We will encourage engagement and interactions between businesses, higher and further education, and public and private sector organisations and representative groups.
6. We will identify key themes and sectors, and priorities that support business led innovation, enterprise and investment in Mid Wales.
7. We seek to secure wider integration, collaborative and transformational working with partners, organisations and the business community to achieve better outcomes and improve the well-being of the region's resident.
8. From time to time, we will report to Welsh Government Ministers on how requirements of national and local strategies, policies and priorities are being tackled regionally and on the results achieved in the region.
9. We will appointment an appropriate lead organisation to act as Partnership secretariat.
10. We will put in place effective meeting arrangements and systems for reporting to the Partnership including subsidiary and workstream group(s) to help us address our vision.
11. The Partnership will promote cohesion in the administration and implementation of its meetings and actions and consider fully the interests of protected characteristics and socially disadvantaged and excluded groups in doing so.

Membership

12. The Partnership will seek to be gender balanced and will have representation from the following sectors:

- Private sector and other social partners
- Voluntary sector and community sector
- Public and statutory sector

The following organisations are represented on the Partnership:

Welsh Government

Ceredigion County Council

Powys County Council
Trafnidiaeth Canolbarth Cymru
Federation of Small Businesses
Farmers Union of Wales
National Farmers Union Cymru
Mid Wales Regional Tourism Forum
Mid Wales Health Collaborative
Central Wales Economic Forum
Mid Wales Manufacturing Group
Powys Local Growth Zones;
Teifi Valley Local Growth Zone
Stronger Communities Programme Board (Powys)
Sustainable Futures - Ceredigion Regeneration Partnership
Regional Learning Partnership for South West and Central Wales
Aberystwyth University
University of Wales Trinity St David
Coleg Ceredigion
NPTC Group: Brecon Beacons Campus / Newtown Campus
Ceredigion Association of Voluntary Organisations
Powys Association of Voluntary Organisations

Members

13. Each sector or individual member organisation on the Partnership may nominate a representative to the Partnership. Representatives on the Partnership will present their respective sectors or organisation interests and will be responsible for communication with that organisation or group or sector on matters arising.
14. The representative will be nominated by and will be accountable to that member sector or organisation. The representative will be expected to attend meetings of

the Partnership and may be asked to represent the Partnership at other meetings. The representative should deliver a report to that member sector or organisation on the work of the Partnership at least annually.

15. In exceptional circumstances which prevent the representative attending a meeting, an alternate representative may attend that meeting in place of the representative. The Secretariat (paragraph 26 below) should be notified prior to the meeting. The alternate should be fully briefed and ensure that the representative is aware of the outcome of the meeting and able to undertake their role as set in paragraphs 13 and 14 above.

16. All representatives and alternates will contribute to the Partnership in accord with the “Nolan” principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership

17. Representatives on the Partnership will normally be appointed for a minimum period of 12 months. Representatives may be re-appointed.

18. Membership of the Partnership will be reviewed periodically.

19. Membership of the Partnership shall cease if:

- It is an organisation which is dissolved or wound up;
- The organisation represented on the Partnership or the individual representative resigns in writing.

20. In the event of a representative resigning or otherwise leaving a member organisation, he or she shall cease to be a representative and the member organisation or sector may appoint another representative(s).

21. The Partnership shall have power to terminate the membership of any individual or organisation for good cause provided that the individual or organisation concerned shall have the right to be heard by a full meeting of the Partnership before a final decision is made.

Specialist knowledge

22. Organisations not otherwise represented on the Partnership, but with specialist knowledge or interests relevant to the Partnership’s work, may be invited to attend and speak by the Chairperson but shall have no role in the Partnership’s decision making.

Advisors to the Partnership

23. From time to time the Partnership may appoint advisors to assist it in undertaking its role. Advisors have an important role to play in supporting the Partnership in

ensuring appropriate linkages with other groups and interests can be maintained. Advisers may address meetings of the Partnership, if invited to do so by the Chairperson, but have no role in the Partnership's decision making.

Partnership management and meetings

24. The policy and general management of the affairs of the Partnership shall be determined by the Partnership which shall meet no less than three times each year.
25. The Partnership shall be chaired by the Leader of Ceredigion or Powys County Council.
26. A secretariat will be provided by Ceredigion or Powys County Council
27. A quorum of the Partnership shall be one-third of the members, while the quorum for any subsidiary group or workstream of the Partnership shall be one third of those invited to attend or three, whichever is the least.
28. In the absence of the Chairperson at any meeting of the Partnership and providing the meeting is quorate, the members present may elect a chairperson for that meeting.
29. Agenda papers will be circulated at least 5 working days before a meeting of the Partnership.
30. Where a member, organisation, or representative has an interest which would prejudice or give the appearance of prejudicing their ability to participate in a disinterested manner in the discussions of a particular matter, they are required to declare the nature of the interest that they may have in a particular agenda item before the discussion on that item begins. They should not remain in the room for the discussion of the matter concerned. All declarations of financial and non-financial interests will be recorded in the minutes of the meeting.
31. The Partnership and any subsidiary group will operate on the basis of consensus. In the event of a disagreement, the Chairperson will seek to resolve any differences arising within the Partnership using appropriate approaches.
32. The Growing Mid Wales Partnership is neither a legal entity nor a separately incorporated body and therefore decisions reached will need to be agreed formally by each partner organisation. Decisions made by the Partnership will not be binding upon individuals and partner organisations, allowing organisations to retain their responsibilities and independence of action.

Language status

33. The Welsh language and the English language shall have the same status and validity in all written and oral proceedings of the Partnership.

Representation on other bodies and groups

34. The Partnership may appoint representatives to other bodies and meetings. The Partnership may appoint a member organisation or representative(s) from the sector most appropriate to the role. Appointments will be made by the Partnership, following consultation and wherever possible by consensus and reviewed annually.

Openness and Communication

35. We will publish details of the activities of the Partnership, explaining our views and decisions. We will restrict information only when clearly demanded by the wider public interest.

36. All Partnership communications to third parties will be made directly through the Chair or be endorsed by the Chair.

Establishment of subsidiary groups

37. The Partnership may establish subsidiary groups to undertake tasks or address workstreams. Subsidiary groups may include representatives with a mix of skills and experience appropriate to that task. Subsidiary groups will not be decision making and will normally discharge tasks by making appropriate recommendations to the Partnership in accordance with these Terms of Reference.

Exceptional situations

38. These Terms of Reference may not provide guidelines for all situations which can arise. In such cases, it is for the Chairperson of the meeting to decide on the procedure to be followed in conformity with these Terms of Reference.

Alterations to these Terms of Reference

39. The Terms of Reference may be amended by a two-thirds majority of the votes cast at a meeting of the Partnership, but the members must be given a clear 14 days' notice of the proposed amendment(s) and no amendment is valid if it would make a fundamental change to the objectives and responsibilities of the Partnership.

28th September 2015