

Appendix 3: Progress Group terms of reference

- 1 The Progress Group (the Group) will monitor performance, particularly the delivery of the annual Action Plan, on behalf of the Regional Skills Partnership (RSP)
- 2 The Group has been set up by and reports to the RSP Board
- 3 Membership of the Group will include representation from:
 - *Employers* – WM Sector Skills Forum, WM Business Council
 - *Key funding partners* – AWM, LSC, JCP
 - *Key supply side partners* – AOC, WMHEA, HEFCE
 - *The West Midlands Regional Observatory (WMRO)*
 - *The RSP Secretariat*
 - *Others* – as invited from time to time by agreement with the Board or the Chairman
- 4 The Group will be responsible for updating progress against the annual action plan by:
 - Reviewing material submitted by partners to ensure that it fits with what is set out in the action plan
 - Ensuring good progress is being made in all areas
 - Where progress is poor, challenging each other constructively and helping to address problems and barriers identified
 - Identifying areas where progress is not being made and, where the Group itself cannot resolve the issues, bring them to the attention of the next Board meeting
 - Reviewing the action plan progress as a whole, not just in individual sections
- 5 The Group will work closely with the Data Group in initially developing and then using appropriate performance measures and targets for individual actions in the Action Plan
- 6 Through the RSP Secretariat, the Group will make publicly available, six weekly updated versions of the Action Plan on the RSP website
- 7 The Group will inform the development of the RSP Action Plan for the following year
- 8 The Group will carry out other performance management and delivery monitoring activities as may from time to time be requested by the RSP Board