

1. Introduction

The Redcar and Cleveland Partnership (RCP) Governance Sub-Group (GSG) has been established to ensure that the Redcar and Cleveland Partnership and the Local Area Agreement are administered via sound corporate governance principles based on robust democratic values.

2. Purpose of the Group

The purpose of the RCP Governance Sub-Group is to:

- 2.1 Be responsible for the performance, financial and risk management of the Redcar and Cleveland Local Area Agreement and the Sustainable Community Strategy.
- 2.2 Lead the development and implementation of protocols, processes and systems by which the LAA will be managed, and ensure compliance across the partnership.
- 2.3 Ensure compliance with the LAA Grant Terms and Conditions
- 2.4 Receive and appraise quarterly progress reports from the Partnership Performance Management Group and Thematic Partnership Chairs in order to:
 - 2.4.1 Identify issues and concerns relating to delivery, resources, performance and risk
 - 2.4.2 Ensure that all activities funded through the Local Area Agreement grant are related to outcomes, indicators and targets in the relevant block or blocks of the LAA.
 - 2.4.3 Scrutinise the delivery of the Performance Reward Element of the Local Area Agreement
 - 2.4.4 Identify underperformance and over/under spend and agree a recommended course of action in line with the Ladder of Intervention.
- 2.5 Prepare a quarterly report to the RCP Board, summarising financial, performance and risk information, and make recommendations to the board regarding necessary interventions to address issues of concern.
- 2.6 Review the pooled and aligned funding arrangements for future refreshes of the Local Area Agreement, and make recommendations to all participating partners.
- 2.7 Make recommendations to the Partnership Board in relation to expenditure of LAA funding.
- 2.8 Track decisions made by the Redcar and Cleveland Partnership Board and identify concerns regarding actions

- 2.9 Prepare an Annual Report of the Governance Sub-Group to Redcar & Cleveland Partnership and Redcar & Cleveland Borough Council recommending developments in policy and governance in relation to the LAA.

3. Chair and Membership

- 3.1 The Vice Chair of Redcar & Cleveland Partnership will chair the Corporate Governance group.
- 3.2 Core group membership is as follows:
 - 3.2.1 Vice Chair Redcar & Cleveland Partnership
 - 3.2.2 Redcar & Cleveland Borough Council elected member representative
 - 3.2.3 1 representative from each of the public, private and voluntary sector
 - 3.2.4 A community representative who is independent from the Partnership
- 3.3 Officers from Partnership organisations who will be co-opted to attend the Corporate Governance Group as and when required to do so.
- 3.4 Members appointed to the group will have the relevant knowledge and experience to provide good governance scrutiny for Redcar & Cleveland Partnership, the Local Area Agreement and the Sustainable Community Strategy.
- 3.5 Membership will be responsive to the needs of the partnership and will not exceed 6 (six) members.

4. Role and Responsibility of Members

Members will be required to:

- 4.1 Attend meetings of the group on a regular basis, actively participating in the LAA monitoring and review process
- 4.2 Contribute to the quarterly Governance Report to the RCP Board
- 4.3 Promptly progress and deliver on any agreed actions

5. Frequency and conduct of meetings

- 5.1 Meetings will be held on a quarterly basis, no more than 4 weeks after quarter end
- 5.2 Meetings will be conducted in accordance with Redcar & Cleveland Partnership Constitution.

6. Accountability of the Group

- 6.1 The Group will be accountable to Redcar & Cleveland Partnership Board.

7. Performance Management Support

- 7.1 The Governance Sub-Group will be supported by the Redcar & Cleveland Partnership Performance Management Group

7.2 The Performance Management Group will work within their agreed terms of reference (appendix 1), and will collate, prepare and present quarterly reports on performance and finance to the Governance Sub-Group

8. **Meeting Support**

8.1 Corporate Governance Group meetings will be serviced and supported by the Partnership Secretariat.

8.2 In conjunction with the Performance Management Group the Partnership Secretariat will:

8.2.1 Organise meetings, agendas and background papers in accordance with the Partnership constitution so that the Corporate Governance Group can discharge its business effectively.

8.2.2 Commission background advice and work on behalf of the Corporate Governance Group.

8.2.3 Prepare the quarterly Governance Report on behalf of the Governance Sub-Group

8.2.4 Oversee the protocols, processes and systems by which the LAA will be developed and managed.

8.2.5 Keep appropriate decision records.