



**NW Higher Level Skills Pathfinder
Steering Group
Terms of Reference**

March 2008

Remit

The HLSP Steering Group will provide strategic and operational guidance and monitor the effective delivery of the North West Higher Level Skills Pathfinder as detailed in the Business Plan.

Key Activities

- To guide the activity of the HLSP ensuring coherence with other regional initiatives.
- To monitor progress of the HLSP against the outcomes and outputs stated in the Business Plan.
- To consider potential areas for the further development of HLSP activity.
- To disseminate and share the successes of the HLSP and widen understanding of HLSP activity across the North West.
- To be the key point of contact for HLSP information in their organisation.
- To ensure the HLSP Project Manager is updated and informed on relevant national policy issues from individual areas of expertise / organisations.
- To advise the HLSP Team on strategic issues in relation to employer engagement and skills within a regional context.
- To receive feedback from and provide strategic guidance to the four HLSP sector panels.
- To maintain a strategic overview of the financial performance of the HLSP, including the approval of virement of funds between activities and between sectors.
- To ensure linkages are maintained between the NW HLSP and the NE and SW HLSPs.

Membership

Membership of the HLSP Steering Group will comprise Senior Managers from each of the core partner organisations, the NWUA Executive Director, who will chair the Group and the NWUA Assistant Director (Skills) as Project Manager for the HLSP. The NWUA will act as secretariat for the group. Full members may nominate alternates to attend in their place if they are unavailable.

Organisation	Member
North West Universities Association	Keith Burnley (Chair)
Association of Colleges	Tony Watmough
DIUS	TBC
GONW	Pam Flynn
HEFCE	Tony Inglis
LSC	Kirsty Evans
NWDA	Alison Hill
North West Business Link	Peter Redford
Manchester Metropolitan University	Maureen Neal
Regional Skills Partnership	Dave Brennan
Skills for Business Network	Andrea Rowe
North West Universities Association	Celia Brigg (Project Manager)
North West Universities Association	Virginia Mitchell (Notetaker)

Frequency of Meetings

Quarterly throughout the duration of the HLSP (1st October 2006 – 30th September 2009).