

Apprenticeships
Are Us



CONSTITUTION FOR CONTINUOUS IMPROVEMENT COMMITTEE (CIC)



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NAME OF THE COMMITTEE

The committee will be known as the **Continuous Improvement Committee (CIC)**.

PURPOSE OF THE COMMITTEE

The Continuous Improvement Committee (CIC) is established to identify, recommend, and implement strategies that improve the operations of *Apprenticeships Are Us Ltd* (ARU). The committee will:

- Foster a culture of continuous improvement across all levels of the organisation.
- Identify opportunities to streamline processes, improve efficiency, and enhance service delivery.
- Encourage feedback and participation from staff and stakeholders in developing improvement initiatives.
- Monitor and evaluate the effectiveness of improvement projects and report on progress.

POWERS OF THE COMMITTEE

The CIC will have the authority to:

- Propose and recommend improvements to organisational processes, procedures, and policies.
- Review operational performance data and identify areas for development.
- Collaborate with various departments and stakeholders to ensure a comprehensive approach to improvement.
- Form subcommittees or working groups as needed to explore specific areas of focus.
- Report its recommendations directly to the Managing Director and the ARU Board of Directors.

MEMBERSHIP

The CIC will consist of the following members:

- **Chairperson.** Appointed by the Managing Director.
- **Committee Members.** Representatives from key departments within the organisation, including Operations, Finance, Human Resources, and Training & Development. Members will be appointed based on their expertise and contribution to continuous improvement initiatives.
- **Secretary.** Responsible for meeting minutes and documentation.

Additional members may be invited to participate on a project-by-project basis, depending on the focus area.

MEETINGS

- **Frequency.** The CIC will meet at least once every 8 weeks. Additional meetings may be called as necessary.
- **Quorum.** A quorum for a meeting will consist of the Chairperson and at least 50% of the committee members.
- **Agenda.** The agenda will be circulated to all members at least one week before each meeting. Members can suggest items for the agenda.

- **Minutes.** The Secretary will record minutes of all meetings and distribute them to committee members within one week after the meeting.

RESPONSIBILITIES OF MEMBERS

- **Chairperson.** Responsible for leading the meetings, ensuring the committee operates effectively, and that recommendations are presented to the Managing Director and the ARU Board.
- **Committee Members.** Actively participate in meetings, contribute to discussions, and support the implementation of improvement initiatives. Members are also responsible for gathering feedback and ideas from their respective departments.
- **Secretary.** Maintains records of meetings, including agendas, minutes, and any decisions made.

DECISION-MAKING

- Decisions will be made by a majority vote of committee members present at the meeting. In the event of a tie, the Chairperson will have the casting vote.
- Recommendations that require approval from the Managing Director or the ARU Board will be presented in a formal report outlining the benefits, costs, and expected outcomes of the proposed improvement.

REPORTING

- The CIC will report quarterly to the Managing Director and the ARU Board of Directors. The report will include:
 - Progress on current improvement initiatives.
 - New areas identified for improvement.
 - Any challenges encountered and proposed solutions.
 - Recommendations for future improvements.

REVIEW OF COMMITTEE PERFORMANCE

- The performance of the CIC will be reviewed annually by the Managing Director. This review will include feedback from committee members, department heads, and the ARU Board of Directors on the effectiveness of the committee's work.
- Based on the review, changes may be made to the composition, function, or scope of the committee to enhance its performance.

AMENDMENTS TO THE CONSTITUTION

- This constitution may be amended by a majority vote of the CIC members, subject to approval by the Managing Director and the ARU Board of Directors.
- Proposed amendments must be circulated to all committee members at least two weeks prior to the meeting in which they will be considered.

DISSOLUTION OF THE COMMITTEE

- The CIC may be dissolved by a decision of the ARU Board of Directors if it is determined that the committee has fulfilled its purpose or is no longer necessary for the operations of *Apprenticeships Are Us Ltd.*

AUTHORISATION

Michael Wentworth



Managing Director

Apprenticeships Are Us Limited

DOCUMENT CONTROL

Version	Authorised by	Authorisation Date	Sections	Amendment
1.1	M. Wentworth	01/11/2024	All	N/A