

Coast to Capital Local Enterprise Partnership

Terms of Reference for the Coast to Capital Skills 360 Board

Context

Government's Industrial Strategy announced the introduction of Skills Advisory Panels, to be integrated into Local Enterprise Partnerships (LEP), to inform the analysis that feeds into regional economic strategies. The Skills 360 Board was established in 2009 as the Skills Advisory Panel for the Coast to Capital area.

The Skills 360 Board have led on a number of research and analyses projects to better understand the local skills and employment landscape, challenges and opportunities. This informed the development of the Skills Strategy and Action Plan document published in September 2020. This document can be found in the related resources section of the Coast to Capital [website](#) and provides more detailed context for the Skills 360 Board, its work and future direction.

Opportunity

Being a member of the Skills 360 Board offers the opportunity to influence the regional skills agenda in the Coast to Capital area. We are at a time of significant change in the UK as we continue to understand and address the impact of COVID-19 and our exit from the European Union. This along with an ageing population and rapid advances in technology mean the skills debate is urgent and requires an innovative approach more so than ever before.

Your membership of the Skills 360 Board will involve you in policy and decision making at a regional level, helping to shape our negotiations with Government on the best skills deal for the area. You will support us to understand the challenges we currently face and to be a part of the solution. Your networks and influence will bring us the recognition and investment we need to deliver high quality skills education and training in the Coast to Capital area.

Purpose

As a subcommittee of the Coast to Capital Board, and the Skills Advisory Panel for Coast to Capital, the Skills 360 Board provides a strong leadership voice on skills for the local area, taking forward the delivery of Skills Strategy and Action plan in support of Coast to Capital's Build Back Stronger, Smarter and Greener strategy.

Responsibilities

The Skills 360 Board is the Skills Advisory Panel for the Coast to Capital area, adhering to the full remit and responsibilities set out in the guidance document at **Appendix 1**.

In brief the responsibilities include:

- Providing strong regional leadership role in the local area, engaging with employers and providers and providing skills advice to the Coast to Capital Board.
- Developing a clear understanding of current and future local skills needs and local labour market as well as the present skills and employment support provision in the local area.
- Building on this high quality analysis to develop a clear approach to addressing skills and employment challenges within the local area, including by looking ahead to likely skills priorities in the coming decade.
- Understanding the wider dependencies in the local area and working together with other parts of the LEP.
- Acting as co-ordinator of local skills providers fostering cooperation between providers in mix of provision, planning for how skills needs are met and planning for T-level implementation and delivery.
- Working closely with careers advisory services (National Careers Service and Careers Enterprise Company) to ensure that learners are informed about potential career routes within a local area, and that all careers information and guidance is informed by up-to-date local labour market information.
- Raising the profile of apprenticeships with local employers and providers.
- Advising where skills and labour market resource should be directed to support local employers and residents, using its understanding of existing employment support provision in the local area and the needs of the local labour market.
- Sharing analysis and best practice, as widely and transparently as possible, with central government and other Skills Advisory Panels to learn from each other and tackle wider skills challenges.

Membership

Board structure

The Coast to Capital Skills 360 Board will be formed of up to 20 members including the Chair.

Members will be from organisations within the Coast to Capital area and comprise of:

- The FE representative from the Coast to Capital Board who will be the Chair
- Nine senior representatives from private/public sector businesses

- One senior representative from the Higher Education (HE) sector
- One additional senior representative from the Further Education (FE) college sector
- One senior representative from an Independent Training Provider
- One senior representative from a community and voluntary sector organisation
- One senior representative from the Department for Work and Pensions (DWP)
- A senior representative from each of the three upper tier Local Authorities and one District or Borough
- One senior representative from each of the two Chambers of Commerce
- The Coast to Capital Chief Executive or nominated member of the executive team

The Skills 360 Board will report into the Coast to Capital Board via the Skills 360 Board Chair.

See **Appendix 2** for the Skills 360 Board Governance Structure.

Board member recruitment

Recruitment of Skills 360 Board members will be through an open and transparent application process

Board member roles

The role of business members is to represent the views and interest of private and public sector businesses, as well as to support understanding of the skills needs of businesses and identify where intervention is needed to create the skills for the future of the Coast to Capital area.

The role of the education sector members is to represent the views and interests of the further and higher education sector and to bring a comprehensive knowledge of the education policy and funding landscape.

The role of the community and voluntary sector member is to represent the views and interests of their clients and communities and to bring a comprehensive knowledge of the community and voluntary sector landscape.

The role of the local government members is to represent the views and interests of local government and to bring a comprehensive knowledge of their local area, its businesses and residents.

Members of the Coast to Capital Skills 360 Board will be of sufficient seniority to make decisions on behalf of their organisations and to influence the actions and decisions of other organisations and senior government officials.

Members of the Coast to Capital Skills 360°Board will:

- Make impartial decisions that progress the implementation of the Skills Strategy and Action Plan for the Coast to Capital area

- Promote the work and priorities of the Coast to Capital Skills 360 Board within their organisations, communities and partnerships
- Be the main conduit between Coast to Capital Skills 360 Board and those that they represent. Members will engage with sector colleagues and be expected to attend Skills 360 Board meetings prepared to provide feedback from their networks.

The Coast to Capital Skills 360 Board Chair will:

- Chair the Coast to Capital Skills 360 Board meetings, and provide the casting vote where necessary.
- Ensure that all representatives have a fair and equal opportunity to contribute to debate without censor.
- Report on the progress of the Skills 360 Board to the Coast to Capital Board.
- Act as the key spokesperson for the Coast to Capital Skills 360 Board, where necessary.
- Make sure that conflicts of interest are properly managed or avoided.

Relevant local members of government organisations such as Education and Skills Funding Agency and Cities and Local Growth Unit will be invited to attend meetings as observers.

Other experts may be invited to present and to report on specific agenda items on an ad hoc basis.

Board Champions

Board Champion roles are opportunities for Board members to use their particular area of expertise. There are a mix of roles which have been identified as key to the success of the Board and delivery of its Skills Strategy and Action Plan. The sector focused roles are based on those sectors where we have significant competitive advantage and those that employ or have the potential to employ high numbers.

The broad objectives of the Board champion roles are set out in **Appendix 3**

Below is a list of the Board champion roles:

Champion Role
Equality, Diversity and Inclusion
Stakeholder Conversations
Digital skills
Green skills
Communities
Horticulture/Viticulture
Tourism
Advanced Manufacturing and Engineering
Health and Care
Construction

Project Sponsors

Project Sponsor roles are opportunities for Board members to support the successful delivery and implementation of key projects by providing strategic leadership and expertise as appropriate.

Tenure

The period of the appointment of Board members shall be three years. On expiry of the three-year appointment, a member shall be eligible for re-election for up to two further three-year periods subject to approval by the Board.

The period of the appointment of the Chair shall be three years. On expiry of the three year appointment, in exceptional circumstances only, the Chair shall be eligible for re-election for a further three-year period subject to the recommendation of the Board.

Board attendance

Members are expected to attend all meetings. In exceptional circumstances, with the written consent of the Chair, members may send a previously nominated substitute. Requests to send substitutes should be made to the Secretariat at least three days before the meeting.

Secretariat

The Secretariat for Coast to Capital Skills 360 Board will be provided by Coast to Capital. Its main responsibilities will be to:

- Organise Skills 360 Board meetings, agreeing dates and venues, and providing agendas and background papers a week in advance
- Produce the minutes of meetings and ensure that these are circulated to Coast to Capital Skills 360 Board members
- Convene and facilitate other group sessions as appropriate and support the implementation and delivery of other actions, in accordance with decisions made by Coast to Capital Skills 360 Board
- Liaise with the Coast to Capital Skills 360 Board Chair and members on other matters as required

Meeting frequency and decision-making

The Coast to Capital Skills 360 Board will meet quarterly in advance of the Coast to Capital Board meetings.

Half of the members of Coast to Capital Skills 360 Board will constitute a quorum. Decisions will be made by a majority of the number of members present and voting at meetings. In the event of a drawn vote, the Chair will make the casting vote.

Where decisions are required outside of meetings, these can be made via written procedure (email) with the agreement of the Chair, co-ordinated by the Secretariat. Five working days will be allowed for a response; a nil response will be taken as an abstention.

Conflict of Interest

The Coast to Capital Skills 360 Board may be involved with commenting on or advising on investment decisions and/or significant policy recommendations.

A Register of Interests shall be held by the Coast to Capital Skills 360 Board Secretariat. All members are required to complete a Declaration of Interest form and follow the Coast to Capital Conflict of Interest Policy, to be found in Annex D of the [Assurance Framework](#).

Equality and Diversity

Coast to Capital is committed to achieving diversity and equality of opportunity. Members of the Coast to Capital Skills 360° Board are required to adhere to the Coast to Capital [Equality & Diversity Policy](#).

Transparency

Meetings are not public meetings but will endeavour to operate in an open and transparent manner at all times.

The Skills 360 Board will follow the Principles for Transparency set out in section 1.5 of the [Assurance Framework](#)