

Coast to Capital Local Enterprise Partnership

Terms of Reference for the Coast to Capital Skills 360° Board

Context

Coast to Capital's Strategic Economic Plan, Gatwick 360°, identifies the importance of skills to improving the productivity of our economy. Our area has one of the most highly skilled populations in the UK, with 44.6% of people holding a degree-level qualification. However, there are significant disparities between our towns and cities. We must address these if people across the area are to secure and maintain high quality jobs and earn an income that allows them to remain living within the area.

At the same time, our economy is evolving, shaped by new technology, the growth of new business sectors and an ageing population. Our area is typical of many, in needing to participate and invest in a strategy to change attitudes and approaches to skills development among employers, workers and parents.

Opportunity

Government's Industrial Strategy announced the introduction of Skills Advisory Panels, to be integrated into Local Enterprise Partnerships, to inform the analysis that feeds into Local Industrial Strategies. The Skills 360° Board has been established in line with the remit of a Skills Advisory Panel as set out by Government.

Being a member of the Skills 360° Board offers the opportunity to influence the way in which we create skills for the future in the Coast to Capital area. We are at a time of significant change in the UK as we move towards our exit of 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 negotiation of a Local Industrial Strategy with Government. You will support us to identify the major skills and recruitment 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

Over the next 18 months, the Skills 360° Board will focus on building the evidence base and business cases which will inform Coast to Capital's development of its Local Industrial Strategy with Government.

Responsibilities

The Skills 360 Board will act as the Skills Advisory Panel for the Coast to Capital area, adhering to the full remit and responsibilities set out by Department for Education in the Skills Advisory Panels – Guidance on the Role and Governance document at Appendix 1.

In brief the responsibilities include:

- Providing a strong leadership role on skills 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 potential 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

The Skills 360° Board will provide regular progress reports to the Coast to Capital Board.

Membership

Board structure

The Coast to Capital Skills 360° Board will be formed of up to 15 members including the Chair.

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

- The Skills Priority Lead from the Coast to Capital Board who will be the Chair
- 9 senior representatives from private/public business sector
- One senior representative from the Higher Education (HE) sector
- One 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
- 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 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 sector members is to represent the views and interest of private businesses, as well as to support understanding of the skills needs of businesses and identify where investment 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.

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 priorities within the Strategic Economic Plan leading to the agreement of a Local Industrial Strategy 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 link between Coast to Capital Skills 360° Board and those that they represent

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 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.

Tenure

The remit, role and membership of the Skills 360° Board will be reviewed after two years as we move from negotiation to delivery of the Coast to Capital Local Industrial Strategy.

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 LEP. 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 Expert Groups 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 during the development of the Local Industrial Strategy. Meeting frequency will be reviewed after 18 months.

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 meetings, these can be made via written procedure (email) with the agreement of the Chair, co-ordinated by the Secretariat (Coast to Capital LEP). 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 will often 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, recording details of any relationship or other financial or personal interest which might conflict with their duties to Skills 360° Board. Copies of all declarations are retained by the Secretariat of Skills 360° Board.

If any members, through personal interests, employment, relatives or close personal friendship, have any interest at all, these should be declared through the Chair at the beginning of each meeting and this will be recorded in the minutes.

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 and to maintain high standards in the way they undertake their duties. All members are de-facto representatives of Coast to Capital LEP, and therefore their actions impact on the way in which the Coast to Capital LEP is viewed by the public.

Transparency

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

Approved minutes and other relevant documents such as Term of Reference and Board membership shall be made publically available via the Coast to Capital LEP website in line with the agreed process and timescales for the publication of agendas, papers and minutes.