

Greater Lincolnshire Employment & Skills Board (incorporating the function of the Skills Advisory Panel)

1 Terms of Reference

- a. The Greater Lincolnshire Employment and Skills Board is a strategy group that has an advisory role to the Greater Lincolnshire Local Enterprise Partnership (LEP) on skills.

It provides a strong leadership role on skills in the local area, engaging with employers and providers and providing skills advice to the LEP Board.

- b. The Greater Lincolnshire LEP is a company limited by guarantee, established to provide strategic leadership to set out local economic priorities for Greater Lincolnshire. Its role is to ensure that elements are in place to enable it to deliver its aspirations.
- c. There will be a two-way relationship between the Greater Lincolnshire LEP and the Employment and Skills Board, and each will give advice and be asked for advice on matters where a skills perspective is required.
- d. The Employment and Skills Board aims to boost economic growth and productivity by creating a more appropriate and relevant skilled local workforce.

It aims to:

- i. ensure that employers are able to access the right skills and training to grow their businesses
 - ii. increase the level of skills of the population of Greater Lincolnshire
 - iii. increase skilled employment opportunities in Greater Lincolnshire
- e. Its role is to shape and influence employment and skills training and support to meet the needs of employers in Greater Lincolnshire. The role encompasses the skills needs of our young people, those seeking jobs and the skills of the current and future workforce.
 - f. The Employment and Skills Board brings together local employers and skills providers to pool knowledge on skills and labour market needs, and to work together to understand and address key local challenges. This includes both immediate needs and challenges and looking at what is required to help local areas adapt to future labour market changes and to grasp future opportunities.
 - g. Skills Advisory Panels will reflect the geography of the LEP and the Local Industrial Strategies.

- h. The Board will:
- Take on the function of the Skills Advisory Panel for the Greater Lincolnshire LEP
 - Develop, champion and review a Skills Strategy for Greater Lincolnshire
 - Develop a skills commissioning framework, monitor and review it
 - Provide the Greater Lincolnshire LEP and its decision making committees with recommendations on skills funding and skills projects
 - Optimise the impact of employment and skills investment for local, communities, employers and individuals
 - Use experience and knowledge of Board Members and others associated with the Board to seek to shape strategy and policy on learning and skills development.

2 SAP Responsibilities

- a. The Board will develop 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, by:
- i. producing robust and authoritative evidence-based skills and labour market analysis which clearly identifies existing local skills and employment challenges, and identifies key areas of future needs relating to projected local employment growth areas
 - ii. developing a sophisticated understanding of both the local labour market and skills provision in the local area, the extent to which labour mobility within, or into, a local economy can address skills needs, and the projected gaps between skills needs and skills provision
 - iii. building knowledge of the range of both local, regional and national employment provision that exists or is planned
 - iv. presenting the analysis at board level and sharing it with the wider employer and provider communities to ensure that their perspective on the local labour market and local employment and skills system is reflected in the prioritisation the board takes forward
 - v. providing analysis to inform the development and the implementation of the 'People' element of Local Industrial Strategies
- b. It will build 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, by:
- i. building an understanding of the local area across a range of partners including employers (SME and larger employers from across the private and public sectors), all types of providers and other key partners (including the community & voluntary sector) to agree shared approaches to addressing the challenges the analysis has identified
 - ii. working with the LEP Board to develop the 'People' element of the Local Industrial Strategy
- c. Understand the wider dependencies in the local area and working together with other parts of the LEP to:
- i. link them to the skills and employment analysis as well as strategic plans

- ii. ensure the 'People' element of the Local Industrial Strategy is integrated effectively with the wider work of the LEP
- d. Act as co-ordinator of local skills providers by:
 - i. fostering co-operation between providers in mix of provision
 - ii. actively working with a range of local providers (Further Education, Higher Education and independent) to plan for how the skills needs are to be met
 - iii. encouraging local providers to reflect the Skills Advisory Panel analysis when planning for T Levels implementation and delivery, and for the Skills Advisory Panel analysis to inform the investments that are made in the provider base to prepare for T Levels roll-out
- e. Work 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.
This will involve working with:
 - i. the Careers & Enterprise Company's Enterprise Advisor Network to ensure that the Skills Advisory Panel analysis is shared through the network and informs the activities they support locally
 - ii. the National Careers Service area-based contractors to ensure that Skills Advisory Panel analysis is embedded into advice and guidance given to adults
- f. Raise the profile of apprenticeships with local employers and providers.
- g. Advise 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.
- h. 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.

3 Board Composition and Meetings

- a. The Greater Lincolnshire Employment and Skills Board is an advisory body with no legal status but with a specific role as part of the Greater Lincolnshire LEP structure, and to undertake the Skills Advisory Panel function on behalf of the LEP.
- b. There will be 15-20 members, including the Chair and those with specialist knowledge (such as analytical experts) and other observers. The Chair will be a private sector Director of the Greater Lincolnshire LEP.
- c. The board should be diverse and have members with the necessary knowledge and expertise to oversee influential skills and labour market analysis, advise on effective local strategies, and advise on, and assist in the implementation of, effective local funding and investment decisions.

- d. The Board will have a strong employer element with representatives from businesses of different sizes and different sectors, including self-employed.
- e. To support the supply of skills into local areas all the main types of education and employment services providers will be represented on the Board, HE Institutions, Colleges and Independent Training Providers.
- f. The Board will invite relevant local representatives of the Education and Skills Funding Agency and the Cities and Local Growth Unit and Jobcentre Plus to attend meetings periodically. Local Authorities should be represented and where possible, other key local partners, such as from the community and voluntary sectors, should also be included.
- g. All Board members will work or live in the Greater Lincolnshire area and it is expected that they will have extensive knowledge of the local area or sector in which they work.
- h. Employment and Skills Boards taking on the function of the Skills Advisory Panel should, as part of the wider LEP, adhere to the standards of transparency, conflicts of interest, accountability and diversity, as set out in the *Local Enterprise Partnership: National Assurance Framework* and *Strengthened Local Enterprise Partnerships*.
- i. Minutes and papers of Board meetings will be published on the Greater Lincolnshire LEP website.

Board Members	Number	Time provided by Board Member
Business Sector:		
Business Sector Chair (expected to be a LEP Director)	1	Minimum 2 days per month
Business Sector Must include representatives from businesses of difference sizes and sectors and have a strong employer element	8	Minimum 1 day per month
Sub-Total	9	
Training Sector and Public Sector:		
Must include at least one representative of the following: <ul style="list-style-type: none"> • HE Provider • FE College • Independent Training Provider • Education/School provider • Local Authority • District Council 	6	Minimum 1 day per month
Sub-Total	6	
Total	15	NB. Board must be 66% business sector by 2020
Other attendees (non-board members, observers etc.)		

<p>The Board should invite representation from the following where possible:</p> <ul style="list-style-type: none"> • Local Authority Officers (Economic Development; Education) • District Council • Job Centre Plus <ul style="list-style-type: none"> ○ Department of Cities and Local Growth • Education and Skills Funding Agency/DfE • Community & Voluntary Sector • Specialists as required 	<p>Approx. 7</p>	<p>N/A</p>
<p>Maximum attendance likely</p>	<p>22</p>	

4 Appointments

- a. All vacancies will be advertised in line with the LEP's Appointments process; open advertising and approved by the Greater Lincolnshire LEP Appointments committee. Local authority representatives shall be nominated by the relevant bodies.
- b. Applicants are asked to submit a covering letter and a CV which will be considered by a task and finish group of the ESB, before approval by LEP Appointments Committee. The task and finish group made up of members of the ESB, shall decide, as appropriate, whether they wish to interview candidates, before being brought to the LEP board for ratification. The term of appointment would be three years.
- c. Where a board members' three year term has concluded, the Chair of the ESB shall write to the Board member asking for their intentions in writing for a subsequent term, and if they wish to re-apply their application will be considered by the Appointments Committee. Consideration at this stage may be given to other relevant candidates.
- d. The task and finish group's role is to establish whether the board members' skills sets and experience are suitable for another term. Some posts represent a sector or type of organisation, and where this is the case, the group may consider other applications at this point.
- e. No board member shall serve more than 3 terms, i.e. nine years. Recruitment will be undertaken in line with the Equality and Diversity policy of the LEP, and all board members shall be inducted.
- f. In making recommendations to the appointments committee, the ESB should consider sectorial and geographical representation, as well as equality and diversity and succession planning. In order to maintain continuity, as well as allowing for succession planning, a number of the Board (to be determined and agreed by the Board) shall be considered for reappointment each year.

- g. The Board will meet 4-6 times a year in private. Members are expected to provide apologies if they cannot attend and no substitutes will be allowed.
- h. Once a year the Board will agree a Vice Chair to carry out the role of the Chair when he or she is unavailable and to support when necessary. The Vice Chair should be an existing member of the Board.

5 Role of Board Members

- a. As well as attending Board meetings, members may be asked to attend other meetings as a representative for the LEP and ESB, and will be required to read background papers and documents and input into plans.
- b. The specific role of a Board Member is to:
 - ii. Use experience and knowledge to help shape strategy and policy on learning and skills development
 - iii. Influence the prioritisation, planning and investment in skills supply and the shape of delivery
 - iv. Support the strategic aims of the Greater Lincolnshire LEP
 - v. Represent a range of people, organisations or views, not just their own or that of their own organisation

6 Task & Finish Groups

- a. From time to time it may be necessary to establish a skills task and finish group and other skills specialists may be invited to join these. Any group or panel would need to be sponsored by a Skills Board Member, who may or may not chair the group, depending on the issue under consideration.

7 The way we do business

- a. The Board will adopt good practice and its Members will act within the General Duties and Obligations set out in this document and adopt the following values:
 - i. Championing to influence and lead by example
 - ii. Enterprising solutions that are creative
 - iii. Partnership working across the private, public and the third sector
 - iv. Sharing best practice
 - v. Being inclusive of each locality and community across Greater Lincolnshire
- b. A Code of Conduct and Register of Interest is in place and all Board members and observers are required complete an annual declaration of interest. It is the board members responsibility to keep this up to date and notify the LEP Executive of any changes.

8 Board Member Remuneration

- a. Board Members shall not be remunerated for the normal business of attending ESB meetings although they may be paid expenses for additional activities and roles undertaken on behalf of the LEP and the ESB. All potential expenses likely to be incurred by Board Members must be made known to the Secretariat beforehand and duly authorised before reimbursement.

9 Executive

- a. The Greater Lincolnshire Employment and Skills Board and any sub groups will be supported by the LEP Executive team. The meetings and the papers of the Board will be prepared by LEP executive, and the forward plan for the ESB shall be agreed with the ESB annually as part of the business planning process.

The terms of reference will be reviewed annually at the spring meeting of the ESB and substantial changes will be agreed by the LEP Board.

Reference 9: Employment and Skills Board Terms of Reference
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