

## **Item 6 Appendix 1**

### **The Marches LEP Skills Advisory Panel Terms of Reference**

#### **Roles and Responsibilities:**

A sub-group of the LEP Board which will operate under the following delegations from the Board and will be responsible for providing well-evidenced, robust advice to influence investment and strategic decisions for addressing local skills challenges and ultimately drive change for the Marches region by:

- Commissioning 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.
- 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 training and education providers and other key partners (including the community & voluntary sector) to agree shared approaches to addressing the challenges the analysis has identified.
- Working with the LEP Secretariat to develop the 'People' element of the Local Industrial Strategy (LIS) and providing analysis to inform its implementation.
- Ensuring the LEP Skills Plan takes forward the priorities of the Strategic Economic Plan (SEP) and reflects the skills needs of employers in the Marches, in particular for its priority sectors.
- Presenting labour market analysis at board level and sharing it with the wider employer and provider communities to ensure that their perspective on the labour market and employment and skills system is reflected in the priorities the board takes forward.
- Acting as co-ordinator of local skills providers by fostering co-operation between providers in a mix of provision and 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.
- Raising the profile of apprenticeships at all levels with local employers and providers and having oversight of Apprenticeship activity in the Marches.
- 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
- 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.
- 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.
- To provide a robust evidence base to shape prioritisation for funding when funds come available in line with the LEP Accountability and Assurance Framework.
- Identifying the activities to be funded under the ESF programme in partnership with the Education and Skills Funding Agency and make recommendations to the LEP Board and the ESIF Committee on the allocation of ESF funds. Joint monitoring and scrutiny of ESF funded projects.
- On behalf of the LEP, attend skills events and workshops and support employer engagement events.
- To receive regular reports on the work and the activities of the Growth Hub, in particular the levels of skills support enquiries and providing feedback on the content of skills support on the Growth Hub website.

- To encourage usage of the Growth Hub by employers for training provision and the ongoing development of the Skills Portal to include the Careers and Enterprise Company programmes and Apprenticeships.

### **Democratic/Financial Accountability:**

This sub-group will:

- Present exception reports at the bi-monthly LEP Board meetings. The reports to include information on Capital Skills projects, spend and outputs and the Careers and Enterprise Company Programme.
  - Meet quarterly and will be deemed quorate if at least 3 non-LEP Board Members attend the meetings.
  - The Membership and Chairmanship of the sub-group and its Terms of Reference will be reviewed every two years by the LEP Board (see details of Membership below).
  - The board will meet 4 times per year or more frequently with agreement of the Chair. Attendance will be monitored, and it is expected that Panel members make every effort to attend all Panel meetings, repeated non-attendance may result in a request to step down from the board.
  - Have a geographical balance to its membership.
- ***Actions from the meetings will be circulated 5 working days after every meeting.***
  - ***Minutes from the previous meeting will be circulated with the agenda for the next meeting, 5 days before the meeting is due to take place.***
  - SAP Members will receive updates from the following Skills Advisory Panel sub-groups – Skills Leads Operations Group to include ESFA Tripartite Meetings and the Careers and Enterprise Company meetings with the Regional Lead, Higher Education sub-group, and other sub-groups.
  - Members must declare an interest in any agenda items at the start of each meeting and not participate in discussions about either the development of project call specifications that are limited to scope/relate to a project in which they have an interest; or outline and full applications that have been submitted by them or organisations for which they work/by whom that are employed/that they own/that they represent.
  - Members will be required to register any organisational and/or personal interests of his or her own or immediate family which might be seen as creating a possible conflict of interest with their position on the Skills Board with regard to the functions set out in the Terms of Reference for the Skills Board. Each Board member will be required to complete and sign a LEP form before joining the Board. These details will be retained by the LEP Secretariat and be logged on the LEP Register of Interests.
  - All Board members must act in accordance with the “Seven Principles of Public Life” known as the Nolan Principles.

### **Membership:**

The Chair of the Skills Advisory Panel will be a member of the Marches LEP Board, to ensure that the Skills Advisory Panel advice is reflected in strategic board discussions. There is an expectation that the arrangements for the Chair’s term will be in line with the arrangements for the Marches LEP Board’s chair. The current Skills Board Chair will support the transition to the SAP and will serve for a further period of one year from September 2019 – September 2020. From September 2020 onwards, the Marches LEP Board will appoint the new SAP Chair for a 3-year period in line with the arrangements for the Marches LEP Board Chair.

The Deputy Chair will be a non-provider member of the Business community and will be nominated by the Business Board Chairs. The arrangements for the deputy chair’s term will be in line with the Marches LEP Board’s private sector member.

The Skills Advisory Panel should reflect the needs of the local area in terms of its size and membership. However, DfE would normally expect the Skills Advisory Panel to have between 15 and 20 members depending on local circumstances, including those with specialist knowledge (such as analytical and financial experts).

**Each member organisation is only permitted to nominate one named member for the term of office.**

**Substitute members are not permitted unless they are nominated by their organisation to be the replacement named member for the duration of the current term of office.**

**Sector specific organisations named representatives e.g. Shropshire Construction Training Group, to serve a 1-year term only. This can be extended by approval for a further 1-year term.**

Sector	Name	Job Title and Organisation
Chair	James Staniforth	Marches LEP Board Skills Advisory Panel Chair; Principal and CEO Shrewsbury Colleges Group
Higher Education	Andy Jones Paul Kirkbright <b>Prof. Martin Gillie</b> Prof. Jackie Dunne	Harper Adams University University Centre Shrewsbury New Model in Technology and Engineering (NMiTE) University of Wolverhampton
Further Education	James Staniforth (Chair) Ian Peake  Graham Guest <b>Andrew Smith</b> Vacant Vacant	All SWAOC College Principals: Shrewsbury Colleges Group  Herefordshire, Ludlow and North Shropshire College Telford College Derwen College Hereford Sixth Form College Hereford College of Arts
Independent Training Providers	Clair Schafer	Marches Skills Provider Network
Department for Work and Pensions	<b>Ann Williams</b>	Senior Employer and Partnerships Leader, Work and Health Services, Mercia District
Local Authority Skills Leads	Alexia Heath Janine Vernon Sue Marston	Herefordshire Council Shropshire Council Telford and Wrekin Council
Voluntary and Community Sector	Sonia Roberts	LEP Board Member - Chair of Community & Voluntary Sector Group, Charity Manager - Landau
Business Boards Chairs to serve a 2-year term unless otherwise agreed. SAP Deputy Chair to be nominated from this sector but must be a non-training provider business	<b>Debbie Gittoes nominated to replace Frank Myers</b>  <b>Dave Courteen to replace Paul Bennett</b>  <b>Will Westley to replace Paul Hinkins</b>	Herefordshire Business Board  Shropshire Business Board  Telford Business Board

Businesses/Employers	Lindsay Barton  <b>Richard Sheehan</b>  <b>Cassie Bray</b>	Federation of Small Businesses  Shropshire Chambers of Commerce Herefordshire and Worcestershire Chamber of Commerce
Sector specific organisations - named representatives e.g. CITB to serve a 1-year term	<b>Trevor Oakley</b>  <b>Brian Frost</b>	CITB  Shropshire Construction Training Group
Marches Local Enterprise Partnership	Gill Hamer Kathryn Jones Aggie Caesar-Homden	Director Partnership Manager Skills Project Manager
<b>Other Attendees - it is accepted that named representatives will be altered with internal job role changes</b>		
Specialist 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. <b>To attend as and when requested.</b>	Scott Grindey	Black Country Observatory – commissioned for specific data analysis work
Relevant local representatives from the following organisations to attend periodically. Examples include but are not limited to: Department for Business, Energy and Industrial Strategy (BEIS) Department for Education Education (DfE), National Apprenticeship Service (NAS) and Education and Skills Funding Agency (ESFA) Department for Culture, Media and Sport and <b>To attend as and when requested.</b>	Gareth Wilson  <b>Teresa Culmer</b>  Gary Coyle	BEIS, Area Lead, Cities and Local Growth  DfE/ESFA/NAS, Intermediaries Manager- North  Head of Engagement - Local Digital Skills Partnerships Digital Skills and Inclusion