

## MARCHES LEP BOARD MEETING PAPER

Meeting date:	26 November 2019					
Agenda Item:	6					
Item Subject:	Amendments to Marches LEP Skills Advisory Panel Terms of Reference					
For:	<b>Discussion</b>		<b>Decision</b>	<b>X</b>	<b>Information</b>	

### Purpose:

1. To seek LEP Board approval of the minor amendments to Skills Advisory Panel (SAP) Terms of Reference.
  - a. To confirm the term of membership for specialist groups nominated representatives
  - b. To confirm changes to membership and representation
2. To seek LEP Board approval that authority is delegated to LEP Director to make any further minor changes to TORs as the newly set up sub-group develops.

### Recommendations:

1. That the Marches LEP Board approves minor amendments to the Skills Advisory Panel Terms of Reference
  - a. To confirm the term of membership for sector specific specialist groups nominated representatives
  - b. To confirm changes to membership and representation
2. To seek LEP Board approval that authority is delegated to LEP Director to make any further minor changes to TORs as the newly set up sub-group develops

1. To seek LEP Board approval of the minor amendments to Skills Advisory Panel (SAP) Terms of Reference.

#### Background

On 23<sup>rd</sup> July 2019 the Marches LEP Board approved the transition from the Marches LEP Skills Board to the Marches LEP SAP by end October 2019 or sooner. The Marches LEP Board also approved the draft SAP Terms of Reference including membership.

On 19<sup>th</sup> September the Marches LEP Skills Advisory Panel held its inaugural meeting. The TORs were adopted and following discussions it was agreed that an amended TOR would be submitted to the Marches LEP Board to approve some minor amendments, highlighted in ***bold/italics*** on the attached Appendix 1.

- a. To confirm the term of membership for sector specific specialist groups nominated representatives

The Marches LEP SAP has an advisory role to the Marches LEP Board to provide a strong leadership role on skills in the local area, engage with employers and providers and provide skills advice to the Marches LEP Board. To support this, the SAP will develop a clear understanding of current and future local skills needs and labour market as well as present skills and employment support provision in the area. The Chair and LEP Skills Project Manager have been exploring ways of recruiting nominated representatives from Marches LEP priority sector specialists' groups, for example Shropshire Construction Training Group.

Under the current TOR the term of office for non-Local Authority members is 2 years. It was felt that in order to encourage employer members from these sector specific specialists' groups a one-year term would be more appropriate.

**b. To confirm changes to membership and representation**

The Chair, with support from the Marches LEP team has held meetings with the three Business Board Chairs to discuss employer representation on the SAP and to explore different ways of engaging with businesses. From this, two new nominated representatives have been forwarded for both Shropshire and Telford Business Boards.

Shropshire Chamber of Commerce and Herefordshire and Worcestershire Chamber of Commerce have also nominated one representative each.

Shropshire Construction Training Group have nominated one representative.

Under *Other Attendees*, it is accepted that named representatives will be altered with internal job role changes as has been the case since July 23<sup>rd</sup> 2019.

**2. To seek LEP Board approval that authority is delegated to LEP Director to make any further minor changes to TORs as the newly set up sub-group develops**

It is accepted that named representatives will be altered from time to time and other minor amendments may be required. For these changes to be implemented in a timely manner it is requested that the Marches LEP Director be given delegated authority to make these minor changes to the TOR as they are requested.

**Financial implications:**

There are no financial implications.

**Legal implications:**

There are no legal implications.

**Risks, opportunities and impacts:**

The Marches LEP is required to facilitate a SAP to support the development of its Local Industrial Strategy. A clearly articulated LIS will enable the LEP to make a case to government which highlights economic growth and opportunities for skills development. If there is a delay to minor amendments to the TOR being implemented it will have a negative impact on inclusive membership of this group.

**Consultation:**

The LEP team have consulted widely with local stakeholders including the three Marches LEP Business Board Chairs and other partners to develop the SAP and required governance documentation. Discussions have also been held with other LEPs and Government departments to ensure compliance and adoption of best practice.

**Appendices:**

**Appendix 1 Skills Advisory Panel Terms of Reference**

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