

TERMS OF REFERENCE ALLIANCE EMPLOYMENT & SKILLS BOARD

Purpose

The Alliance Employment & Skills Board will work creatively and cohesively to ensure people and businesses in North Derbyshire and North Nottinghamshire are equipped with the knowledge, skills, experience and qualifications they need to take full advantage of economic opportunities created by the local economy and widening global market place.

Remit

To implement the aims and objectives of the regional Employment, Skills and Productivity (esp) Partnership in North Nottinghamshire and North Derbyshire.

Priority 1: To improve the productivity of businesses

Priority 2: To raise employer demand for skills

Priority 3: To improve sub regional employment and skills levels and reduce economic exclusion (using public procurement as a lever)

Priority 4: To increase participation and attainment amongst 14 -19 year olds.

In addition, the Alliance Employment and Skills Board will work to:-

- target employment and skills support at all levels for adults in the region.
- improve the infrastructure and responsiveness of skills supply and the co-ordination of provision.

Core strategic frameworks for embedding the esp will be the Local Area Agreements (LAA) and the Alliance for Enterprise Local Enterprise Growth Initiative (LEGI) which both have key strands around employability, skills and productivity.

The Employment & Skills Board will have the remit to monitor the effective investment of resources across the North Nottinghamshire and North Derbyshire area to ensure key targets within the local and strategic frameworks are met. This will include influencing the commissioning activities of key funding partners to meet demands so as to increase the productivity of the area.

Objectives

The Alliance Employment & Skills Board will work strategically to:

- improve the co-ordination of funding, planning and commissioning of employment, learning and skills provision in the North Nottinghamshire and North Derbyshire area.

- maintain a strong and regular economic overview of the North Nottinghamshire and North Derbyshire sub-region, monitoring key economic trend data to inform strategic planning activities.
- support the achievement of both Nottinghamshire and Derbyshire LAA targets for increasing employment and economic activity rates, particularly through the Making the Connection model. **NB quantified employment rates to be developed as part of this objective – LA's/JC+ to support**
- address the learning, skills and job prospects of those from disadvantaged groups.
- link with 14 – 19 partnership structures and contribute to the development of a robust quality curriculum offer to 14-19 year olds in the sub-region which supports the targets for increased participation and achievement rates set out in the respective LAA's.
- contribute to the raising of attainment by adults across the sub-region through first steps learning and first level 2 qualifications.
- improve progression routes to, and participation rates in, level 4 learning and beyond particularly through the Collaborative Higher Education Alliance (CHEA) model.
- support the development of an enterprise culture in North Nottinghamshire and North Derbyshire.
- improve the co-ordination of public procurement processes for the benefit of local people and the local economy.

Priority Actions

The Employment & Skills Board will provide a proactive forum of senior level representatives from key strategic agencies that can forward plan and react flexibly and quickly to the changing needs of the economy. Priority actions for the Alliance Employment & Skills Board are:

1. Review and/or commission strategic research to improve intelligence on local labour market dynamics and current/future skills/employment demands.
2. Identify gaps in provision and influence/commission mainstream and discretionary funds to fill these gaps.
3. Identify areas that would benefit from pooled mainstream resources and joint service delivery.
4. Provide strategic leadership for the sub-region in enabling, influencing and supporting local, regional and national developments. This will be delivered by taking in to account key partner strategies – County Councils, Local Authorities, LSC, Jobcentre Plus, Alliance SSP.
5. Review progress and performance towards delivering collective targets and outcomes, particularly the LAAs, thereby measuring the impact on the local economy.
6. Review the relationship between geographical specific structures and those being developed at sub-regional and regional level, such as the Alliance

SSP's Issue Groups, LEGI, the East Midlands Employment, Skills and Productivity Partnership and take account of, and inform, national/local skills policies.

7. Map current and planned activities supporting the ESP and LAAs through partners strategic funding commitments e.g. JC+, LSC, LEGI, SSP, etc.
8. Produce a partnership sub-regional Employment, Learning and Skills and Productivity Delivery Plan which harnesses the headline economic targets of partners and shows how these contribute to the overarching Nottinghamshire and Derbyshire LAA framework targets for achievement.
9. Promote activities, where appropriate, that narrow the gap between supply and demand, particularly in identified growth sectors.
10. Strategically monitor, on a quarterly basis progress and performance against headline targets for the sub-region.
11. Leverage and align funds in the sub-region ESP, SSP, LAA and LEGI priorities especially those targeted at regeneration.
12. Take forward and co-ordinate work as appropriate which emerges from the Alliance SSP's Enterprise and Skills Issue Group.

Key Sectors

The Alliance Employment & Skills Board will broadly focus on the following sectors whilst recognising that there is a need to develop 'business to business' and other transferable skills.

- Logistics
- Food and Drink
- Health, Care and Public Services
- Construction
- Tourism, Leisure and Hospitality

Members roles and responsibilities

Members of the Employment & Skills Board will have executive decision-making responsibility and be prepared and willing to work collaboratively to deliver Board objectives within their own organisations. Representatives on the Employment & Skills Board will be at Chief Executive or senior management level. Deputy arrangements to be permitted with agreement, each partner organisation providing named officers at the appropriate level.

Members will recognise that authority must be invested in the Employment & Skills Board to progress learning, skills and employability issues across the sub-region. This is not to detract from partners' respective governance structures but to ensure that representatives on the Employment & Skills Board are empowered

to take decisions in partnership. The Employment & Skills Board will work with other partnership structures that adjoin the sub region to ensure that strategic agendas align and achieve added value.

Board members will be required to bring a perspective from their sector to the debate, and as such are expected to consult with others in their field and to communicate Employment & Skills Board strategy and decisions back to their relevant organisation and stakeholders. Members who also sit on other strategic groups and partnerships will be required to take responsibility for ensuring formal communication links operate effectively.

A copy of the Committee on Standards in Public Life seven principles is attached for information.

Proposed membership and representation

Each representative will normally serve for a term of up to two years. The proposed membership is:

Chair/Deputy Chair -

The Chair will be an Alliance SSP Board member representing the business community. The Deputy Chair will be the Alliance SSP Chief Executive. The Chair and Deputy Chair of the Employment & Skills Board have voting rights at all meetings.

Members –

CHEA Partnership¹

Connexions²

Derbyshire County Council³ - TBC

Derbyshire Training Network⁴

A District Council⁵

East Midlands Business Ltd

ENABLE⁶

Esp/ Employment, Skills and Productivity Partnership

Three Employer representatives –

- private sector large employer;
- small business representative body;
- public sector employer

Government Office for the East Midlands

Jobcentre Plus

Learning and Skills Council

¹ Elected via CHEA Board to represent HE/FE

² Agreed to be Connexions Notts

³ Under discussion

⁴ Representing work based learning networks in Derbys/Notts

⁵ Bolsover DC covering LEGI issues

⁶ Representing VCS sector in Derbys/Notts

Nottinghamshire County Council
Trade Union representative
Plus Secretariat support (non voting).

All the above members are to have voting rights at all meetings.
Other observers/representatives to be invited to attend meetings as appropriate to the agenda.

Quorum and voting rights

The quorum for meetings of the Alliance Employment & Skills Board is one third of all members who are entitled to vote. If there is an equality of votes on any issue, the Chair is not entitled to a second or casting vote and any resolution will therefore be deemed to be defeated. The resolution may however be deferred for further discussion at another meeting.

Mode of working/ frequency of meetings

The Alliance Employment & Skills Board will meet on a regular basis at least 4 times per year. Additional meetings may be called at the discretion of the Chair.

Sub structures and reporting

The Alliance Employment & Skills Board to agree and establish sub groups and task and finish groups as appropriate. These groups to report progress to the Board.

Committee on Standards in Public Life - The Seven Principles of Public Life

The Committee has set out '**Seven Principles of Public Life**' which it believes should apply to all in the public service. These are:

Selflessness

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.