

ITEM 4.2 – REVISED TERMS OF REFERENCE TO COMPLY WITH THE ROLE OF SKILLS ADVISORY PANEL

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Purpose of the paper

1. The Board to approve revised Terms of Reference for the SEE Strategy Group in light of the guidance issued by the Department for Education (DfE) on the role, structure and governance of Skills Advisory Panels (SAPs).

Recap

2. SAPs were first referenced in the Industrial Strategy (November 2017), which stated that the primary purpose of SAPs will be *‘to provide strategic local leadership on skills and act as a key enabler in supporting areas to understand and address their workforce challenges’*. TVB was one of seven pilot areas to work with the DfE on the development of SAPs.
3. DfE has made clear that where existing LEP ‘employment and skills boards’ are functioning well, they will take on the SAP function (in addition to any other responsibilities they hold), i.e. it is intended that the SAP will strengthen the capability of LEPs to carry out this new role.
4. In March 2019, the Group considered the impact of SAPs. In June, it received an update on the SAP analytical programme and on the recruitment campaign to bolster the Group’s membership in order to comply with conditions of being a SAP; it was agreed to recruit four employer representatives onto the Group initially and to review this annually.
5. The transition to becoming a SAP necessitates new Terms of Reference (ToR) that also comply with the LEP’s Assurance Framework, AF 4.0.

Recommended Terms of Reference

6. The SEE Strategy Group has approved these revised ToR which now need to be agreed by the LEP Board and ratified by the Forum; they are presented at [Appendix 1](#), for recommendation to the Board.

APPENDIX 1 – RECOMMENDED TERMS OF REFERENCE

Context

1. The LEP's Strategic Economic Plan (SEP) makes clear that the aim of the Skills, Enterprise & Employment (SEE) Programme is *to use better those who are already in the workforce by providing opportunities for up-skilling and progression, and to inspire the next generation and build aspirations and ambition.*
2. The Industrial Strategy White Paper identifies five foundations of productivity, one of which is *People: good jobs and greater earning power for all.* The emerging BLIS – Berkshire Local Industrial Strategy – recognises that *Berkshire is the kind of place in which inclusive growth is a real challenge and there is a need to ensure that employers can recruit the right people with the right skills.*

Remit

3. The SEE Strategy Group (“the Group”) is a LEP Programme Group and leads on behalf of the Board on all matters relating to people, specifically to provide strategic direction for SEE, based on the SEP and evidence of need from employers through a Skills Priority Statement (SPS) – all to improve productivity. In doing so, the Group shall:
 - Commission and maintain a robust evidence-base and labour market analysis which identifies existing and futures skill and employment demands and issues in the LEP area;
 - Oversee the implementation and refresh of the SPS for the area, which is consistent with the wider economic priorities set out in the SEP and contribute to the development and implementation of the 'People' element of the BLIS;
 - Develop and promote skills-related initiatives and programmes aligned with agreed priorities, as part of the BLIS;
 - Foster co-operation between providers in the mix of provision available in the LEP area and actively work with providers to enable skills and employment needs to be met;
 - Drive the implementation of key policy areas for the benefit of TVB employers and learners, e.g. the Careers Strategy, T Levels, Apprenticeships;
 - Contribute to key LEP objectives including increasing productivity and enabling innovation, working proactively with other LEP Programme Groups;
 - Advise on priorities and the deployment of skills funding locally; and
 - Work proactively with DfE to influence national policy and the prioritisation and commissioning of funding.
 - To propose revised Terms of Reference for the SEE Strategy Group in light of the guidance issued by the Department for Education (DfE) on the role, structure and governance of Skills Advisory Panels (SAPs).
4. The Department of Education (DfE) has made clear that where existing LEP ‘employment and skills boards’ are functioning well, they will take on the functions of a ‘Skills Advisory Panel’. This necessitates new Terms of Reference (ToR) that embrace the role of a SAP and comply with the LEP’s Assurance Framework, AF 4.0.

Membership

5. Unless otherwise agreed by the LEP, the Group shall comprise no more than 20 members.
6. The LEP shall appoint the Members of the Group, who shall be drawn from industry (including SMEs) and relevant large employers, training and education providers, voluntary and community sector and Local Authorities.
7. The Membership of the Group is:
 - a. **Chair** – This post to be filled by a LEP Non-Executive Board Director
 - b. **FE Sector (1)**
 - c. **HE Sector (1)**
 - d. **Private Training Provider (1)**
 - e. **School Head Teacher (1)**
 - f. **Voluntary and Community Sector (1)**
 - g. **Private Sector (4)**
 - h. **Local Authorities (2)**

names of current members are at Appendix 2

Responsibilities

8. In accordance with AF 4.0, Members are responsible for declaring potential conflicts of interest at the beginning of each meeting. It is Member's responsibility to ensure that they leave the meeting for items where their interests may result in inappropriate commercial advantage or gain or be perceived to do so.
9. The Group may invite any persons it sees fit to attend meetings as observers.
10. Members are required to attend meetings regularly and attendance will be monitored. If a member is unable to attend a meeting, apologies should be given prior to the meeting. Dial-in to meetings will be permitted by exception and must be requested in advance via the Secretary (see 16) (or their nominee), and will require agreement by the Chair.
11. When considering the appointment of additional Members to the Group, perceived gaps in knowledge / experience, together with sectoral and geographical coverage will be taken into account. Gender balance on the panel should also be considered when new Members are appointed, to ensure this is in line with national guidance.

Representatives of Government Bodies

12. Local representatives of Government Bodies including the Education & Skills Funding Agency (ESFA), the Cities and Local Growth Unit (CLGU) and Jobcentre Plus (JCP), will also be invited to attend meetings. Local representatives do not have voting rights. The names of the current representatives are at Appendix 2.

Chair and Deputy Chair

13. The LEP Board shall appoint the Chair from one of its members, in accordance with government guidance on SAPs. The Chair's term and arrangements for re-appointment will mirror that of the LEP Chair's, i.e. will accord with AF 4.0. The Chair shall not have a casting vote.

14. The Group may appoint one of its number to act as Deputy Chair.

Quorum

15. The quorum for Group meetings shall be four.

Secretary

16. The LEP will provide a secretary ("The Secretary") to the Group. The Secretary will ensure that agenda, papers, minutes and meetings all comply with the AF 4.0 and that a RAG-rated summary of the SEE Delivery Group reports are presented to each scheduled meeting of the Programme Group as a standing item.

Meeting Frequency

17. The Group shall normally meet up to four times per annum.

Decisions in Writing

18. A resolution in writing approved by the majority of the members of the Group shall be as valid and effectual as if it had been passed at a meeting of the panel.

Governance

19. The LEP is responsible for agreeing the Terms of Reference of the Group and has the power to vary the same.

20. The Group shall review its Terms of Reference from time to time as necessary and report its findings to the LEP Board.

Appendix 2

The Membership of the Group, at the date of adoption of these Terms of Reference, are as follows:

- a. **Chair** Katharine Horler – LEP Non-Executive Director/Chief Executive, Adviza
- b. **FE Sector (1)** Kate Webb, Chief Executive, Windsor Forest Colleges Group
- c. **HE Sector (1)** Steve Musson, University of Reading
- d. **Training (1)** Sue Taylor, CLEO – representing the private training provider network in Berkshire
- e. **School Head Teacher (1)** Joanne Harper, Reading UTC
- f. **Voluntary and Community Sector (1)** Katharine Horler - Adviza
- g. **Private Sector (4)**
 - i. Chris Sykes, CEO Volume AI (representing SMEs)
 - ii. Maggie Neale, NHS ICS Workforce Manager (includes Berkshire West Clinical Commissioning Group (CCG), the acute Royal Berkshire Hospital and Berkshire Healthcare Foundation Trusts, and providers of GP services in four locality or neighbourhood 'alliances'. The system covers a registered population of approximately 528,000 residents in Reading, West Berkshire and Wokingham)
 - iii. Sarah Atkinson, Global Director of CSR Micro Focus (representing large businesses)
 - iv. *Vacancy*
- h. **Local Authorities (2)**
 - i. Kevin McDaniel – Director of Children’s Services, Achieving for Children (RBWM)
 - ii. Mark Browne – Post 16 Advisor, West Berkshire Council
- i. **Government observers**
 - i. Vacancy - Education & Skills Funding Agency (ESFA)
 - ii. Vacancy - Cities and Local Growth Unit (CLGU)
 - iii. Vacancy - Jobcentre Plus (JCP)