



D2N2 PEOPLE AND SKILLS ADVISORY BOARD

TERMS OF REFERENCE

PURPOSE

To develop, implement and oversee the delivery the People and Skills element of the Strategic Economic Plan and to act as the Skills Advisory Panel for D2N2.

The Board will also lead the development of the People element of the Local Industrial Strategy for D2N2.

OBJECTIVES

- To enable the effective functioning of local labour markets by fulfilling the functions of the Skills Advisory Panel in D2N2;
- To co-ordinate and join up the between skills and training providers, labour supply and employer needs;
- To hold to account the provision of skills and employment to ensure that it is of high quality and supports the delivery of objectives within the Strategic Economic Plan;
- To ensure that the skills ecosystem in D2N2 meets the skills needs of local businesses, particularly in key sectors that are critical to the growth of the local economy;
- To ensure that D2N2 people have the skills, aspiration and opportunity to compete for jobs in the local labour market;
- To shape future policy development and priorities on issues related to skills, employment and economic inclusion in D2N2.

ROLES AND RESPONSIBILITIES

Skills Advisory Panel Functions: (See Appendix I for full list of SAP functions)

1. Develop an implementation plan for People and Skills based on the thematic priorities identified in the D2N2 Strategic Economic Plan and for delivery of the People strand of Local Industrial Strategy.
2. Provide leadership on skills in the local area; engaging with employers and providers and providing skills advice to D2N2 Board;
3. Develop understanding of current and future local skills and labour market needs and influence the development of skills and employment support provision in the local area to meet that need.

4. Understand the wider dependencies in the local area and working together with other parts of the D2N2 LEP enable a cross-cutting approach to People and Skills.
5. Improve access to and availability of careers advisory services (National Careers Service and Careers and Enterprise Company) and careers resources to connect people to careers opportunities.
6. Raise the profile of apprenticeships with local employers and providers.
7. Share 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.

Additional People and Skills Board Functions:

Strategic

8. Enable representation of all types of providers, employers (large and small) and other key local stakeholders, including local authorities and the Voluntary and Community Sector;
9. Bring together and co-ordinate partner plans within the context of the overall Strategic Economic Plan, and identify key shared priorities for D2N2;
10. Complete periodic reviews of the People and Skills priority to ensure that this remains fit for purpose, during the life of the Strategic Economic Plan.
11. Commission underpinning strategies, as and when necessary, to support the overall delivery of the People and Skills priority.
12. Identify emerging international and national policy, best practice and thematic trends, and ensure that the D2N2 area actively responds to these.
13. Provide direction and support to the strategic work programmes of key delivery partners to ensure that best practice is shared and opportunities for collaboration between partners are explored.
14. Inform the development and implementation of priorities forming the People pillar of the Local Industrial Strategy

Investment

15. Advise on potential investment decisions for local skills and employment provision as well as overseeing implementation.
16. Identify further investment sources and develop proposals to access these.

Delivery

17. Monitor the delivery of D2N2 funded People and Skills priority projects and escalate any delivery issues to the D2N2 Investment Board.

18. Ensure that a strong pipeline of projects is in development and where necessary take action to stimulate these.
19. Ensure that the People and Skills priorities, outcomes and milestones within the SEP are delivered in line with expectations.

MEMBERSHIP

The membership of the Group will comprise no less than 8 (quorum) and no more than 18 comprising representation from the following:

- 4 Business representatives (Including 1 from the LEP Board and 1 from the Business Growth Hub Board)
- 1 representative EM Chamber of Commerce
- 4 representatives from upper tier local authorities
- Up to 4 representatives from District authorities
- 1 Social Inclusion representative
- 1 Schools representative
- 1 General FE representative
- 1 representative of Independent Training Providers
- 1 Higher Education representative/University
- 1 VCSE representative
- 1 representative from each of the following government departments, bodies and national programmes (in line with the requirements for the SAP):
 - Department for Education / ESFA
 - Department for Work & Pensions / Job Centre Plus
 - National Careers Service local provider
 - Public Health England

The D2N2 officers will attend all meetings. Other sector specific or general business support organisations will also be invited to attend meetings in an advisory capacity as appropriate.

Membership will be held by named individuals – no substitutions or proxies

Membership will be by appointment through nominating bodies (where appropriate) or otherwise through open recruitment.

MEETINGS

Meetings will take place on a bi-monthly basis, during the first six months of operation, dropping to quarterly thereafter. The Chair will determine whether these need to occur more or less frequently as business determines.

SUB GROUPS

The Chair can determine if any sub-groups or task and finish groups need to be set up to oversee specific work streams in support of the role of the People and Skills Board.

A review of the sub-group arrangements will be undertaken every 6 months to ensure they remain operationally relevant.

ATTENDANCE POLICY

All members will be expected to attend meetings, other than in exceptional circumstances. Any member failing to attend for three consecutive meetings will be invited to consider their ongoing membership.

DELEGATED AUTHORITY

The People and Skills Board will have no delegated authority unless specifically agreed by the main D2N2 Board.

ACCOUNTABILITY

The People and Skills Board is directly accountable to the D2N2 Board. It will be chaired by a Member of the D2N2 Board as agreed by the D2N2 Chair.

A Deputy Chair will also be appointed by the Chair of the People and Skills Board to ensure continuity should the Chair not be available.

V3. 11th March 2019.

APPENDIX I

Skills Advisory Panel Functions:

1. Develop an implementation plan for People and Skills based on the thematic priorities identified in the D2N2 Strategic Economic Plan;
2. Provide leadership on skills in the local area; engaging with employers and providers and providing skills advice to D2N2 Board;
3. Develop 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:
 - a. developing a strategy and mechanism for the a 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
 - b. 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
 - c. building knowledge of the range of both local, regional and national employment provision that exists or is planned;
 - d. presenting the analysis at board level and sharing it with wider employer and provider communities to ensure that their perspective on the local labour market and local employment and skills system is reflected in future prioritisation;
 - e. Providing analysis to inform the development and the implementation of the 'People' element of Local Industrial Strategies.
4. 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:
 - a. 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;
 - b. providing a 'feedback loop' for the continual development of the 'People' element of the D2N2 Local Industrial Strategy.
5. Understand the wider dependencies in the local area and working together with other parts of the D2N2 LEP to:
 - a. link them to the skills and employment analysis as well as strategic plans;
 - b. ensure the 'People' element of the Local Industrial Strategy is integrated effectively with the wider work of D2N2.

6. Act as co-ordinator of local skills providers by:
 - a. fostering co-operation between providers in mix of provision;
 - b. 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;
 - c. 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.
7. Work closely with careers advisory services (National Careers Service and Careers and 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:
 - a. 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;
 - b. The National Careers Service local contractor to ensure that Skills Advisory Panel analysis is embedded into advice and guidance given to adults.
8. Raise the profile of apprenticeships with local employers and providers.
9. 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.
10. Share 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.