



CORNWALL &
ISLES OF SCILLY
LOCAL ENTERPRISE PARTNERSHIP

Employment and Skills Board

Terms of Reference

1. Remit and scope

The Employment and Skills Board (ESB) is a formally constituted sub-group of the Cornwall and Isles of Scilly (C&IoS) Local Enterprise Partnership (LEP).

The Employment and Skills Board was established to support the Cornwall and Isles of Scilly LEP Board in the implementation of its Strategic Economic Plan, which is currently being updated.

The ESB is responsible for implementation of the Employment and Skills Strategy which was refreshed in 2016, with 4 strategic objectives and a refreshed vision - "For Cornwall and the Isles of Scilly to have a healthy, skilled and productive workforce with access to rewarding jobs, clear progression pathways and opportunities for all"

Following the recent diagnostic exercise undertaken, which was commissioned by Cornwall Council, one of the recommendations was delivering the devolution deal for employment and skills is best achieved through the implementation of the Employment and Skills strategy. During Q1 of 2017, the terms of reference for the ESB need to be revised to ensure the governance and role of the ESB is fit for purpose moving forward.

2. Purpose

The purpose of the Cornwall & Isles of Scilly (CIoS) Employment and Skills Board (ESB) is to raise employment and skills levels to drive an improvement in competitiveness and growth of business and the economy.

It does this through five strategic objectives:

- SO1: Create an aspirational and innovative enterprise culture
- SO2: Improve skills and boost employment in growing global markets
- SO3: Enable those out of work to compete in the labour market
- SO4: Increase employer and individual investment in skills
- SO5: Improve the quality of and access to information for learners

The ESB brings together voices from the private, public and third sectors. Encouraging a strong employer voice is important to ensure that the provision of employment and skills opportunities are always demand-led.

3. Key Tasks

The Board will:

- Provide leadership for the employment and skills work in Cornwall and the Isles of Scilly
- Drive forward coordinated responses to the current and future employment and skills needs of CIoS
- Act as the mouthpiece for employers on employment and skills issues
- Encourage effective partnership to provide deliverable solutions
- Influence commissioning, procurement and delivery processes
- Champion the value and benefits of skills development as part of business growth
- Drive any other activities to further the employment and skills ambitions of the Strategic Economic Plan.

4. Programme Plan:

There will be two phases:

Phase One: Strategy development:

the amalgamation of the evidence base to inform the development of the priorities at a strategic level. [Completed December 2014]

Phase Two: Strategy delivery:

the use of information collected in Phase One to inform the design of services or projects that could be commissioned.

Note: The above will be underpinned by a detailed Programme Plan listing all the key milestones and outputs.

5. Core Principles underpinning the operation of the Board:

As a LEP driver board, the Employment and Skills Board will seek to have a majority employer/private sector majority membership.

- The ESB is accountable to the CIoS Local Enterprise Partnership, by whom its terms of reference are set, board members are appointed and to whom it is accountable for performance.
- The CIoS ESB has a key relationship with Funding Organisations and other stakeholders, to whom it will offer advice on employment and skills needs in order to influence and, where necessary, challenge skills and funding policy.
- The relationship between the Board and the wider business communities in Cornwall is key to its success. Listening to and communicating with the business community is an essential activity to develop responses to meet their needs as well as those of larger employers.
- The ESB has an influencing relationship with delivery organisations; it encourages employment and skills initiatives that respond to identified current or anticipated future needs. This includes working across all ages, all sectors and all employment types to develop aspiration and opportunity for all.

6. Membership:

Chair:

LEP Board Director - nominated by the Chair of the LEP Board

Members:

Members are nominated by the Employment and Skills Board Chair subject to approval of the LEP Chair. Public and HE/FE sector members to nominate an appropriate representative. Representatives* to be drawn from the following areas:

- Cornwall Council
- Council of the Isles of Scilly
- Five Private sector/ major employers Public Sector employer
- Third Sector employer
- Higher Education Institutions (CUC) Further Education
- Private Training Provider
- TUC
- Skills Funding Agency Job Centre Plus
- Other co-opted individuals to provide specialist input as required

(* The majority to be nominated from the private sector and to have relevant and extensive market knowledge and business networks)

Co-options to the Board: The Chair of the Cornwall and Isles of Scilly LEP Employment and Skills Board may co-opt up to 3 additional members to the Board.

Officers:

CEO of Cornwall & Isles of Scilly LEP
Cornwall Council representative(s)
Council of the Isles of Scilly representative

External Advisors: The Chair of the Cornwall and Isles of Scilly LEP Employment and Skills Board may invite external advisors or representatives to attend for specific agenda items. This attendance does not constitute membership of the Board.

Observers:

Secretariat:

To be provided by the LEP

7. Cornwall and Isles of Scilly LEP Employment and Skills Board Meeting dates:

Note:

- Frequency for the LEP sub-groups is normally every other month, there may be a limited requirement for additional meetings at the Chair's discretion.
- Papers will normally be circulated one week in advance.