

Employment and Skills Board

Terms of Reference

The Employment and Skills Board (ESB) was established in 2011 and is a formally constituted sub-group of the Cornwall and Isles of Scilly (C&IoS) Local Enterprise Partnership (LEP) Board. It is responsible for driving the Employment and Skills Strategy and to provide strategic leadership that synchronises supply and demand for employment and skills, resulting in transformational change for current and future generations.

PURPOSE

The aim of the Board is to boost economic growth by creating a more appropriate, relevant and highly skilled local workforce, shaping and influencing employment and skills training and support, to meet the skills needs of employers in Cornwall and Isles of Scilly. This will be done by engaging private and public sector employers, colleges, training providers and the voluntary and community sector in the delivery of the refreshed Employment and Skills Strategy and associated action plan. The Board will support the delivery of the Employment and Skills aspects of the Cornwall Devolution Deal which offers an opportunity to align strategies and pool resources across and between institutions in Cornwall and the Isles of Scilly.

Our vision is **“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”** which will be achieved through 4 Strategic Objectives:-

1. Develop our highly skilled workforce for tomorrow
2. Drive employer and individual engagement and investment in skills
3. Enable people to access and progress, in meaningful employment
4. Enable people to learn about career pathways and be equipped for the world of work

The Board will:-

- Drive, champion and review the Employment and Skills Strategy for Cornwall and Isles of Scilly;
- Offer leadership and steer which will support the delivery of the Cornwall Devolution Deal, to include Adult Education Budget and future commissioning;
- Provide strategic direction on funding priorities and future proposed skills investments.
- Optimise the impact of employment and skills investment for local communities, employers and individuals.
- Use experience and knowledge of Board Members and others associated with the Board to shape strategy and policy on learning and skills development.
- Commit to annual evidence reviews on employment and skills needs, demand and supply in the county.

- Provide CIoS LEP and other appropriate bodies/groups with recommendations on employment and skills funding priorities and projects across Cornwall and Isles of Scilly.

ROLES AND RESPONSIBILITIES

As well as attending Board meetings, members may be asked to represent the LEP and ESB at meetings / events, forums and committees and report back to the Board accordingly.

The specific role of an Employment and Skills Board Member will be to:

- Provide strategic leadership and oversight of the delivery and implementation of the Employment and Skills Strategy;
- Support the efficient and effective working of a demand led training and skills system across Cornwall and Isles of Scilly, by working in partnership to identify and respond to current and future growth of employment and skills needs;
- Monitor and evaluate performance and effectiveness against the strategy; ensuring that both appropriate implementation plans and monitoring systems are in place;
- Use experience and knowledge to help shape strategy and policy on employment, learning and skills development;
- Influence commissioning across a range of projects through future investment, to ensure the strategic fit and broader economic context;
- Influence the prioritisation, planning and investment in employment and skills supply and shape delivery;
- Champion investment in skills by employers and individuals;
- Represent a range of people, organisations or views, not just their own or that of their own organisation.

The Board does not have a remit to deliver skills initiatives directly but it may from time to time facilitate joint working and partnerships between stakeholders to secure outcomes through co-production.

BOARD MEMBERSHIP AND MEETINGS

Cornwall and Isles of Scilly Employment and Skills Board is an advisory body with no legal status but with a specific role as a fully constituted sub group of CIoS LEP. There will be a maximum of 14 members, including the Chair. The Chair will be a private sector Director of CIoS LEP Board.

The proposed Board will comprise:

Board Roles	Up to:
Chair Private sector employer and LEP Board Member	1
Vice-Chair	

To be nominated by the Board, from Members	
Private sector – employers and providers The private sector representatives on the ESB should be representative of the key employment and training provider sectors in Cornwall & Isles of Scilly as well as representative of both SMEs (inc. social enterprise/voluntary organisations) and large employers.	6
Public Sector – employers - Cornwall Executive Group representative	1
Public Sector – education & training Representatives of Cornwall’s Higher, Further and Secondary Education Institutions.	2
Employee representative Union or other employee organisation representative	1
Cornwall Council Strategic Directors - Economic Growth and Development and Children, Families and Adults (or named nominees within the Services).	2
Local Authority Senior Politician	1
TOTAL	14
Secretariat for the ESB to be provided by CloS LEP Executive Team / Cornwall Council Economic Growth, Skills and Culture Team.	
Observers (non-members) Local Authority Senior Officers, DWP, Education and Skills Funding Agency (EFSA) and other government departments invited as observers. Specialists may be invited by the Chair to attend specific Board meetings or Agenda items where particular expertise is required. A Secretariat, comprising staff from CloS LEP Executive Team will also be represented at all meetings. Occasional observers may request to attend a meeting through the Chair.	

- All members will be invited to complete an ‘Expression of Interest’ form which will be approved by the Cornwall and Isles of Scilly LEP. The Chair of the ESB will be a Director of, and appointed by the LEP Board.
- Board Members shall be appointed for an initial term of 3 years.
- The Board will meet a minimum of 4 times a year with dates for forward meetings arranged annually in advance.
- Members are expected to provide apologies if they cannot attend. There will be no substitutes.

CORE PRINCIPALS

Board Members will be expected to adopt the following values/approaches:

- Championing to influence and lead by example
- Developing enterprising solutions that are creative
- Partnership working across the private, public and the third sector
- Sharing best practice
- Being inclusive and show consideration to each locality and community across Cornwall and Isles of Scilly.

Ideally, we want Board Members who:-

- Can see the 'big picture' for Cornwall and Isles of Scilly and can set aside the interests of their own organisations for the overall good of the place and people.
- Have an understanding of the employment and skills context across Cornwall and Isles of Scilly.
- Are empowered to speak on behalf of their sector, representative or stakeholder group and provide to the Board an agreed consensus position reflecting the views of their constituency (rather than just their own organisation).
- Have expert insight and can challenge.
- Can access a wider network for advice and research.
- Have some experience or expertise in managing skills/talent development or employment of staff/volunteers so know and can manage some of the challenges and requirements involved.
- Have some experience of working cross-sector and with Government departments.
- Are able to use their experience and knowledge to inform the commissioning of investments that cover employability and skills.
- Have committee experience and are skilled at providing succinct guidance, analytical input to the issues / interventions under discussion and skilled at building consensus.
- Have time available to prepare for and attend meetings as well attendance at any relevant task and finish groups.

SUB GROUPS

These groups will be accountable to and will report to the Employment and Skills Board and will be chaired by an ESB Member.

Pathways to Employment Group

The purpose of the group is to support the delivery of the Cornwall Education Strategy (into which the RAAS priorities are embedded), Cornwall and Isles of Scilly Employment and Skills Strategy and Cornwall Careers Offer. The group will develop and oversee the delivery of programmes that respond to the strategic needs and priorities impacting upon pathways to employment for young people aged 11 – 25.

Apprenticeship Steering Group

The purpose of the Group will be to shape and drive forward the ambition to bring significant growth to Apprenticeships as outlined in the 'Employment and Skills Strategy' and action plan. A key focus will be on how we support SME's to recruit apprentices and progression routes, with the development of higher / degree level apprenticeships.

TASK AND FINISH GROUPS

From time to time it may be necessary to establish specific skills task and finish groups and other skills and employer representatives may be invited to join these. Any group or panel will need to be sponsored by an Employment and Skills Board Member, who may or may not chair the group, depending on the issue under consideration. Each Task and Finish Group will have a 'Terms of Reference' and the ESB Board Member will be expected to update at Board meetings.