

Gloucestershire Employment and Skills Board

DRAFT Terms of Reference

1. The Gloucestershire Employment and Skills Board (GESB) will provide a link between local economic development needs and strategic planning, with the mandate to address issues around skills and unemployment/worklessness in the County.
2. The GESB is an advisory body with no legal status but with a specific role as part of GFirst Local Enterprise Partnership and local authority structure.
3. The aim of the Board is to boost economic growth by creating a more appropriate, relevant and highly skilled local workforce, and its role is to shape and influence employment and skills training and support to meet the skills needs of employers in Gloucestershire. This will be done by engaging private and public sector employers, colleges, training providers and the voluntary and community sector in the development and delivery of an integrated employment and skills strategy and associated action plan.
4. The focus will be the needs of our young people, those seeking jobs and the skills of the current and future workforce with particular emphasis on helping those who are currently economically inactive for whatever reason to develop their employability skills and find employment.
5. The Board will:
 - Develop an evidence base to inform the Board about the employment and skills needs, demand and supply in the County
 - Develop and implement a Skills Strategy for Gloucestershire either standalone or as part of the Gloucestershire Industrial Strategy
 - Develop a skills commissioning framework and agree arrangements for review and monitoring
 - Provide GFirst LEP and other appropriate bodies/groups such as the Gloucestershire European Structural and Investment Funding (ESIF Committee) with recommendations on both revenue and capital skills funding priorities and skills projects within Gloucestershire
 - 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 seek to shape strategy and policy on employment, learning and skills development
 - Influence the prioritisation, planning and investment in employment and skills supply and the shape of delivery
 - Develop an annual workplan
6. The Gloucestershire Employment and Skills Board (GESB) will report to the GFirst Local Enterprise Partnership (LEP) Board and to the Gloucestershire Economic Growth Joint Committee (GEGJC) and has a specific role to develop and inform LEP and local authority strategic plans with particular reference to employment, skills and training needs. Gloucestershire has requested of government a devolution deal. If this is successful, the Employment and Skills Board would oversee the skills component and budget of that deal.

Membership

7. Composition of the Board:

Chair (private sector employer)

Vice-Chair (private sector employer)

5 members from key sectors in Gloucestershire (private sector SMEs and large employers)

1 representative from Gloucestershire County Council

1 representative from Gloucestershire District Councils

1 representative from the health sector

1 representative from the voluntary and community sector

1 representative from higher education

2 representative from further education

1 representative from secondary schools

1 x representative from Gloucestershire & Wiltshire Training Providers Network

1 x representative from private training provider network

Lead Commissioner – Education and Skills

Strategic Alliance Project Manager (Adviser)

Clerk to the Board (Adviser)

8. Board members are appointed through open advertising and approved by GFirst LEP. Local authority and other public sector representatives are nominated by the relevant bodies as will the representatives from higher education, further education, schools and private training providers/training provider network.
9. Board Members are appointed for an initial term of 2 years with representatives from higher and further education serving for an initial term of one year. Following this initial term Board Members will resign but they may be reappointed for a further term of 2 years with the consent of the LEP Appointments Board.
10. The Chair and Vice Chair are appointed by LEP and Gloucestershire County Council and will serve an initial term of 2 years but may be reappointed for a further term of two years with the consent of the LEP Appointments Board.
11. If a Board member cannot attend a meeting, substitutes are not able to attend.
12. Any Board member who is absent from 3 meetings over a period of 12 months will cease to be a member of the Board and a new appointment will be made.

Operating arrangements

13. The Board will meet 4 times a year in private. Meeting agendas and papers will be published online at least 5 working days before meeting dates. Minutes of meetings will be available within 15 working days of meeting dates.
14. The Chair will liaise with the Lead Commissioner – Education and Skills to agree agenda items and relevant reports and presentations.
15. If both the Chair and Vice Chair cannot attend a meeting, a Chair for that meeting will be decided by the attending Board members.
16. Meetings will be quorate if 50% of the membership is present. If for lack of a quorum a meeting cannot be held or, as the case may be, cannot continue, the Chair can convene an alternative meeting date as conveniently possible.

17. Where a decision is required, this will be determined by a majority of the votes of the eligible (ie. who have not declared an interest) Board members. Where there is an equal division of votes, the Chair of the meeting shall have a second or casting vote.
18. If a Board member is unable to attend a meeting where key decisions are required for items of urgent business, efforts should be made to ensure all Board members have sufficient information available to enable them to contribute to the decision making process, either in person or via some other means, as agreed with the Chair.
19. From time to time it may be necessary to establish specific task and finish groups and other skills specialists may be invited to join these. Any group 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.
20. Observers and guests can be invited to attend meetings for particular agenda items at the discretion of the Board. Approval for this should be requested through the Chair.

Decisions

21. Every question to be decided at a meeting of the GESB shall be determined by a majority of the votes of the members present and voting on the question. Where there is an equal division of votes the Chair of the meeting shall have a second or casting vote.
22. If a member is unable to attend a meeting where key decisions are required for items of urgent business, efforts should be made to ensure all members have sufficient information available to enable them to contribute to the decision making process, either in person or via some other means as agreed with the Chair.
23. No resolution of the Board may be rescinded or varied at a subsequent meeting unless consideration of the rescission or variation is a specific item of business on the agenda for that meeting.

Ways of working

24. The Board will:
 - Support the strategic aims of GFirst LEP
 - Adopt the Principles of Public Life in the way the Board behaves and works together ie. selflessness, integrity, objectivity, accountability, openness, honesty, leadership
 - Declare any conflicts of interest at each Board meeting
 - Use experience and knowledge to help to shape strategy and policy on employment, learning and skills development
 - Influence the prioritisation, planning and investment and skills supply and the shape of delivery
 - Champion to influence and lead by example
 - Develop enterprising solutions that are creative
 - Share best practice and develop enterprising solutions that are creative
 - Take account of equality and diversity and promote inclusion in all Board discussions, decisions and activities

- Operate in a collaborative, open and effective way that views each member as an equal partner and values the contribution of all members
- Represent a range of people, organisations or views, not just their own or that of their own organisation
- Conduct all business in a climate that seeks to find effective and realistic solutions, reaching consensus rather than determining the action of others
- Commit to undertake regular formal self-assessment in order to evaluate and improve partnership and collaborative working