



LEP – Sub Committee

LEP - Lancashire Skills and Employment Board

Private and Confidential: NO

Date: Wednesday, 3 April 2019

Skills and Employment Advisory Panel Appendix A refers

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Executive Summary

This report describes the background to Skills Advisory Panels (SAPs) and the establishment of new Terms of Reference for the Skills and Employment Board which formally transitions the committee to the Lancashire Skills and Employment Advisory Panel.

In-line with the new Terms of Reference and Government guidance, it is recommended that a selection process for a Voluntary and Community Sector representative is advanced.

Recommendations

The Committee is asked to

1. Note the approval of the revised Terms of Reference for the Committee by the Lancashire Enterprise Board on the 19th March 2019 and the re-naming of the committee to the Skills and Employment Advisory Panel.
2. To approve the wording in the advert for the Voluntary and Community sector member and the proposed selection process, as set out in the report, with view to making a recommendation to the LEP Board regarding the vacancy.

Background and Advice

1. Background - Skills Advisory Panels (SAPs)

- 1.1 The Government formally announced the formation of Skills Advisory Panels in December 2018, following a year of research and modelling with 6 areas, including Lancashire. During the modelling, the Department for Education recognised that many LEP areas had Skills and Employment Boards that aligned with their ambitions regarding SAPs. SAPs are being driven by DfE



and align with the LEP Review i.e. Government expect every LEP (or Mayoral Combined Authority) to have a SAP as part of their governance.

- 1.4 The Government has outlined the remit and responsibilities of the SAPs and has also issued an analytical toolkit to support the analysis of local labour market intelligence to enable the SAP to identify skills and employment priorities. To support the adoption of the toolkit, each LEP and MCA has been offered a £75k Government grant to help support local analytical capacity.

2. Memorandum of Understanding with the DfE

- 2.1 The Department for Education (DfE) issued a Memorandum of Understanding over the Christmas period to release the £75k, which was returned by the Director of the Skills Hub by the deadline of Friday 25th January, following approval by the LEP Executive Committee. To summarise, the funds will support the development of the LIS, the development of the local Labour Market Intelligence Toolkit, by combining the strength of the local toolkit with the analytical toolkit proposed by DfE, and data analyst capacity in the LEP. Whilst the funds are for one financial year, DfE have indicated that there might be further funding subject to progress in local areas.
- 2.2 Lancashire's Memorandum of Understanding has been approved by DfE and a grant determination letter issued for the release of the £75k for spend in 2019/20.
- 2.3 As part of the Memorandum of Understanding Lancashire committed to reviewing the current terms of reference of the existing Skills and Employment Board, with view to the committee adopting the remit and responsibilities of the proposed SAPs.

3.0 Terms of Reference

- 3.1 Draft Terms of Reference (**Appendix A**) for a Lancashire Skills and Employment Advisory Panel were produced, in-line with Government guidance, and consulted on via email with the committee members and the draft recommended to the LEP Board.
- 3.2 The draft Terms of Reference were presented to the LEP Board at the meeting on the 19th March 2019 and were approved with no amendments. The Lancashire Skills and Employment Board is therefore now the Lancashire Skills and Employment Advisory Panel, fulfilling the remit and responsibilities, as laid out by DfE.

4.0 Voluntary and Community Representative

- 4.1 In-line with the new Terms of Reference there is a need to identify and appoint a Voluntary and Community representative.
- 4.2 It is recommended that an open selection process is undertaken, mirroring the process undertaken to recruit private sector members.



- 4.3 The vacancy will be promoted via the Skills Hub website and social media and will also be promoted through appropriate networks and membership bodies, such as SELNET and CVS. Interested parties will be required to submit a CV and a statement of interest, outlining the added value that they could bring to the committee. A shortlist will be established with the Chair of the committee and interviews undertaken with the Chair and the Director of the Skills Hub. Another member of the committee is welcome to join the panel.
- 4.3 The proposed wording for the advert for the website is provided below:

New Member sought to join the Lancashire Skills and Employment Board representing the Voluntary, Community and Faith Sector

Creating sustainable skills and employment to drive prosperity is key to Lancashire's future. The Lancashire Skills and Employment Board, which is part of the Lancashire Enterprise Partnership (LEP) is focused on identifying skills and employment priorities across Lancashire. We work with businesses, providers and partners to address the skills demands of Lancashire's growing businesses and to improve the economic health and well-being of our people.

As we develop to become the local Skills Advisory Panel, we are seeking a representative of the Voluntary, Community and Faith Sector (VCFS) to join the board to contribute to the development of strategy and planning.

The board meets six times a year, typically 8-10am on Wednesday mornings. Ideally members will represent the VCF sector and have an insight into the skills and employment issues that employers and service users in the VCF sector are experiencing.

As the government requires LEPs to improve gender balance and representation of those with protected characteristics on all boards and sub-boards, we would especially welcome expressions of interest from women and those with protected characteristics.

To put forward your interest, please email a CV and a statement of interest outlining the added value that you can bring to the board and experience in supporting strategic boards and committees, to Sankara, Sankara.Saravanan@lancashirelep.co.uk by xxx.

For an informal discussion please contact Dr Michele Lawty-Jones, Director of the Skills and Employment Hub, on 07825 996446.

For information about the Lancashire Skills and Employment Hub and the work of the board, please visit our website: <https://www.lancashireskillshub.co.uk/> and for information about the LEP see: <http://www.lancashirelep.co.uk/lep-priorities/skills-employment.aspx>



List of Background Papers

Paper	Date	Contact/Tel
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N/A

Reason for inclusion in Part II, if appropriate

N/A