

**LANCASHIRE SKILLS AND EMPLOYMENT ADVISORY PANEL**  
**Governance Structure and Terms of Reference – February 2019**

**Composition**

1. Unless otherwise agreed by the Lancashire Enterprise Partnership, the Skills and Employment Advisory Panel shall comprise a maximum of 20 members.
2. The Members of the Skills and Employment Advisory Panel shall be appointed by the Lancashire Enterprise Partnership Board. Members shall be drawn from private sector industry (including small to medium enterprises) and relevant large employers, training and education providers, voluntary and community sector and Local Authorities.
3. The Members of the Skills and Employment Advisory Panel, as at the date of adoption of these Terms of Reference, are as follows:

**Chair**

Amanda Melton – LEP Board Director for Skills and Technical Education

**FE Sector (2)**

Beverley Robinson, Chief Executive – Blackpool and the Fylde College  
Dr Lis Smith, Principal and Chief Executive – Preston's College

**HE Sector (2)**

Dr Lynne Livesey, Deputy Vice Chancellor, University of Central Lancashire  
Mark Allanson, Pro Vice-Chancellor, Edge Hill University

**Training (1)**

Gareth Lindsay, Managing Director, North Lancashire Training Group

**School Headteacher (1)**

Ruth England, Head Teacher, Shuttleworth Burnley

**Voluntary and Community Sector (1)**

Vacancy

**Private Sector**

Joanne Pickering, Director of HR, Training and Quality, Forbes Solicitors and Chair of the Lancashire HR Employers Network (**Deputy Chair**)

Lindsay Campbell – Partner Director Campbell & Rowley Catering and Events Ltd

Andrew Dewhurst – Digital Sector – Director of the Affilius Group

Neil Conlon – Construction Sector – Divisional Director, Conlon Construction  
Recruitment process for further Private Sector and Large Employer members

**Local Authorities (2)**

Lancashire Leader's Lead Member for Skills and Education – Mark Townsend, Leader of Burnley Council

Lancashire Leader's Lead Chief Executive for Skills and Education – Dean Langton, Chief Executive of Pendle Borough Council

4. Members are responsible for declaring potential conflicts of interest at the beginning of each meeting. It is member's responsibility to ensure that they leave the meeting for items for which the conflict of interest may result in inappropriate commercial advantage or gain.
5. The Lancashire Skills and Employment Advisory Panel may invite any persons it sees fit to attend meetings as observers. Observers shall be subject to the LEP Assurance Framework protocol on observer attendance at meetings.
6. Members are required to attend meetings regularly and attendance will be monitored. If a member is unable to attend a meeting apologies should be given prior to the meeting. Dial-in to meetings will be permitted by exception and must be requested in advance via the Company Secretary (or their nominee), and will require agreement by the Chair.
7. When considering the appointment of additional members to the Lancashire Skills and Employment Advisory Panel, perceived gaps in knowledge / experience, together with sectoral and geographical coverage will be taken into account. Gender balance on the panel should also be considered when new members are appointed; at a least a third of members should be female, and 50% from 2023 in-line with national guidance.

### **Representatives of Government Bodies**

8. Local representatives of Government Bodies including the Education & Skills Funding Agency (ESFA), the Cities and Local Growth Unit and Jobcentre Plus will also be invited to attend meetings. Local representatives do not have voting rights. The named representatives are currently as follows:

#### **ESFA**

Stephen Jones, Head of FE Territorial Team (Lancashire, Knowsley and St Helens)

#### **Cities and Local Growth**

Paul Evans, Assistant Director

Katherine O'Connor, Senior Ministerial and Policy Manager

#### **Jobcentre Plus**

Chris Hebblethwaite, External Relationship Manager, Cumbria and Lancashire District

### **Chair and Deputy Chair**

9. The Lancashire Enterprise Partnership Board shall appoint the Chair. The Chair will also be appointed to the Lancashire Enterprise Partnership Board in accordance with Government guidance for Skills Advisory Panels. The

Chair's term and arrangements for re-appointment will mirror that of the Lancashire Enterprise Partnership Board Chair's terms, i.e. the term will be for a fixed time period as set out in the Lancashire Enterprise Partnership Assurance Framework.

10. The Chair shall not have a casting vote.
11. The Lancashire Skills and Employment Advisory Panel may appoint one of its number to act as Deputy Chair ("Deputy Chair").

### **Quorum**

12. The quorum for Lancashire Skills and Employment Advisory Panel meetings shall be 3.
13. If within fifteen minutes from the time appointed for the holding of a Lancashire Skills and Employment Advisory Panel meeting a quorum is not present, the meeting shall be adjourned. The Secretary shall arrange for the meeting to take place within two weeks.

### **Secretary**

14. The Company Secretary of the Lancashire Enterprise Partnership (or their nominee) shall serve as the Secretary ("The Secretary") to the Skills and Employment Advisory Panel.
15. The Secretary shall produce minutes of all meetings of the Skills and Employment Advisory Panel and will maintain a list of conflicts of interests. Agendas will include a standard item requiring declarations of interests to be made in relation to specific items of business.

### **Meeting Frequency**

16. The Skills and Employment Board shall normally meet up to six times per annum

### **Decisions in Writing**

17. A resolution in writing approved by the majority of the members of the Skills and Employment Advisory Panel shall be as valid and effectual as if it had been passed at a meeting of the panel.

### **Remit**

18. The Skills and Employment Advisory Panel's primary responsibility is to consider skills and employment priorities within Lancashire, Blackpool and Blackburn and any related issues and make recommendations on the same to the relevant bodies. In doing so, the Skills and Employment Advisory Panel shall:

- i) commission and maintain a robust evidence-base and labour market analysis which identifies existing and futures skill and employment demands and issues in the LEP area;
- ii) oversee the implementation and refresh of the Lancashire Skills and Employment Strategic Framework for the area which is consistent with the wider economic priorities set out in the LEP's Growth Plan and contribute to the development and implementation of the 'People' element of the Local Industrial Strategy;
- iii) develop and promote skills-related initiatives and programmes aligned with agreed priorities, as part of the Lancashire Plan and the Local Industrial Strategy, working proactively with the Lancashire Leaders and the 'All Age Skills, Education and Employment' theme group;
- iv) identify and work with other LEP areas on skills issues of strategic and cross-boundary significance;
- v) foster co-operation between providers in the mix of provision available in the LEP area and actively work with providers to enable skills and employment needs to be met;
- vi) drive the implementation of key policy areas to the benefit of Lancashire employers and learners, for example, the Careers Strategy, T Levels, Apprenticeships and the National Retraining Scheme;
- vii) contribute to key LEP objectives including increasing productivity and enabling innovation, working proactively with committees within the LEP governance;
- viii) advise on priorities and the deployment of skills funding locally; and
- ix) work proactively with DfE to influence national policy and the prioritisation and commissioning of funding.

The Skills and Employment Advisory Panel will discharge its duties through the Lancashire Skills and Employment Hub to facilitate/enable a balanced, skilled and inclusive labour market which underpins and contributes to economic well-being and growth across the County.

### **Governance Relationship with the Lancashire Enterprise Partnership (LEP)**

- 19. The LEP is responsible for agreeing the Terms of Reference of the Skills and Employment Advisory Panel and has the power to vary the same.
- 20. The Skills and Employment Advisory Panel shall review its Terms of Reference from time to time as necessary and report their findings to the LEP Board.
- 21. The Chair shall provide update reports to the LEP Board at the LEP's request.

### **Relationship with Lancashire County Council**

22. Lancashire County Council shall provide administrative and legal support to the Skills and Employment Advisory Panel.
23. Lancashire County Council shall maintain an official record of the Skills and Employment Advisory Panel proceedings and a library of all formal Board documents.

### **Publication of Papers**

24. The agendas and papers of the Lancashire Skills and Employment Advisory Panel will be published on the LEP's website in accordance with the LEP's Assurance Framework.