



Lancashire Skills Board

Private and Confidential: No

Thursday 10th September

Terms of Reference of the Lancashire Skills Board / Purpose & Objectives of the Lancashire Skills Hub

(Appendices 'A' and 'B' refer)

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Executive Summary

Following the discussion at the Lancashire Skills Board Away Day in August 2015, a one page document has been produced articulating the purpose, key objectives and success criteria (2015/16) for the Lancashire Skills Hub. The document was circulated to the Skills Board members and comments received and incorporated. Comments also resulted in the suggestion to amend the terms of reference (ToR) for the Lancashire Skills Board. These have thus also been revised to reflect the relationship between the Board and the Hub, and comments received regarding impartiality.

Recommendations

The Committee is asked to:

1. To approve the purpose, objectives and success criteria (2015/16) for the Lancashire Skills Hub.
2. To approve the revisions to the Lancashire Skills Board Terms of Reference and submission to the Lancashire LEP Board for endorsement.
3. To approve the change of title of the Lancashire Skills Board to the Lancashire Skills and Employment Board.

1 Background

- 1.1 Following the discussion at the Lancashire Skills Board Away Day in August 2015, a one page document has been produced articulating the purpose, key objectives and success criteria (2015/16) for the Lancashire Skills Hub.
- 1.2 The document has been circulated to the Lancashire Skills Board members for comment and discussed at one-to-one meetings with Board members. A number of amendments have been made as a result (for example, defining stakeholders, a strategic unit, and influencing mainstream funding).
- 1.3 The need to ensure that the Lancashire Skills Hub remains a strategic unit (and not a delivery organisation) was also noted; this needs to be monitored by the Lancashire Skills Board as the work of the hub evolves.
- 1.4 The document will be used to monitor the progress of the hub and to describe succinctly the role of the hub to stakeholders. The final document is attached in Appendix A.
- 1.5 The comments received from the Lancashire Skills Board led to a review of the Lancashire Skills Board Terms of Reference (ToR), to ensure that the remit of the hub and the board aligned and made sense. The issue of impartiality and ensuring ethical operating was also raised.
- 1.6 The Lancashire Skills Board ToR have thus also been reviewed and are attached in Appendix B with recommended tracked changes. If approved, the amended ToR will need to be submitted to the LEP Board for endorsement.
- 1.7 In addition to the amendments, it is also recommended that the title of the Lancashire Skills Board be changed to the Lancashire Skills and Employment Board reflecting discussions at the August Away Day, and the responsibility of the board in relation to the ESIF programme and the prioritisation of European Social Funds.

2 Recommendations

- 2.1 The following approvals and actions are recommended:
 1. To approve the purpose, objectives and success criteria (2015/16) for the Lancashire Skills Hub.
 2. To approve the revisions to the Lancashire Skills Board ToR and submission to the Lancashire LEP Board for endorsement.
 3. To approve the change of title of the Lancashire Skills Board to the Lancashire Skills and Employment Board.