

Lancashire Employees Support in Skills Steering Group

Terms of Reference DRAFT

Aim

The primary responsibility of the Steering Group is to ensure that delivery of the Skills Funding Agency, European Social Funded Programme – Lancashire Employees Support in Skills – supports:

- Equal access to learning for all age groups, upgrading knowledge, skills and competences of the workforce;
- Promotes flexible learning pathways including through careers guidance and validation of acquired competences;
- Focusses resources on people in the workforce who lack basic skills, or qualifications needed for their career progression, and for business growth and innovation in the knowledge economy.

The Steering Group will oversee a comprehensive delivery of the programme is implemented and effectively managed, in order to meet the stakeholder performance aims and objectives across 3 delivery strands:

- Strand 1: Skills Support for Redundancy Provision;
- Strand 2: Skills Support for the Workforce – Intermediate and Higher Skills Provision;
- Strand 3: Skills Support for the Workforce – Basic Skills Provision.

Steering Group Objectives

1. Oversee the development and dissemination of research sector needs in Lancashire LEP priority sectors (building on the evidence base commissioned in 2015)
2. Provide oversight during the development and operation of LMI protocols shared with Lancashire Skills Hub
3. Instigate actions in line with SFA specifications to ensure key deliverables are met, to include:
 - a. the formulation and presentation of Engagement and Activity Plans at 3 months, with updates at 9 and 15 months – to be completed by the Strategic Partnerships Manager;
 - b. To be signed off by Lancashire Employment and Skills Board;
 - c. Reported on to the board on a quarterly basis.
4. Monitor key outcome measures to support the Lancashire Skills and Employment Strategic Framework key theme – ‘Skilled and Productive Workforce’, including:
 - a. Growth in numbers of people with Level 3+ attainment;
 - b. Growth in apprenticeship numbers;
 - c. Less reported skills shortages and hard to fill vacancies;
 - d. Increase in the number of employers investing in skills.
5. Oversee the support offered to employers affected by the apprenticeship levy
6. Maintain delivery focus on Lancashire LEP priority sectors
7. Ensure that stakeholder and strategic relationships are developed to maintain performance and contribute to increased economic wellbeing. These will include:
 - a. The Lancashire Skills Hub;
 - b. Lancashire Employment and Skills Board;
 - c. Sector Skills Development Partnerships;

- d. Lancashire WBL Forum.
8. Investigate joint approaches with the Lancashire Skills Hub and the Lancashire WBL Forum to raise the profile of apprenticeships and engage employers
 9. Support the expansion/embedding of the Young Apprenticeship Ambassador Network in Lancashire
 10. Investigate the feasibility of piloting a skills pledge model – aimed at engaging employers and underpinned by product development/innovation
 11. Monitor collaborative working practices with existing provision and impact delivery has on, including those through DWP, JCP, SFA, EFA, Big Lottery, Local Authorities, Careers Service, and the Careers Enterprise Company
 12. To support capacity building, offer expert advice and guidance to the delivery team regarding social and economic indicators including labour market intelligence, local skills shortages, emerging sectoral needs and local/regional regeneration initiatives
 13. Ensure processes are effective when reacting to notices of redundancy including supporting task force, trade unions, BIS Local and employers
 14. Monitor delivery to ensure emerging needs are being met and where necessary, new supply chain partners are being engaged to support delivery
 15. Monitor performance and provide the Lancashire Skills and Employment Board with regular performance updates, including pipeline information
 16. Oversee the development of an evaluation strategy which runs concurrently with the lifespan of the project and evaluates the impact on employees, employers and the wider economic landscape across Lancashire LEP

Chair

The Steering Group will be chaired by the Strategic Partnerships Manager (Employers)

Membership will be formed by representatives from the following organisations:

- Delivery organisations
- The Skills and Employment Hub
- Sector Skills Development Partnerships
- Skills Funding Agency and Jobcentre Plus
- Local Authorities
- Employers and Employees
- Employer representative groups inc Chambers of Commerce, Federation of Small Business
- Trade Unions
- National Careers Service
- Lancashire Work Based Learning Executive Forum
- Apprenticeship Ambassador Network

Meeting Frequency

Bi-monthly

Governance Relationship with the Lancashire Enterprise Partnership (LEP)

The Steering Group will report into the LEP via the Lancashire Skills and Employment Board