

## Skills Advisory Group (Working Group to SELEP)

### Terms of Reference

#### Aims and Objectives:

- To provide a strategic, joined up, holistic LEP view and input to skills issues and to deliver solutions where possible.
- To explore and inform funding opportunities, new projects and government priorities, such as apprenticeship reforms and T-levels.
- To share best practice, discuss current policy and consider lobbying where appropriate.
- To engage with external partners such as government departments and sector bodies.
- To oversee and approve key LEP skills work such as the Skills Strategy and evidence base.
- To feed into the monitoring of key areas of work such as European Social Fund (ESF) contracts and skills capital.
- To communicate skills issues to federated areas and partners across the LEP.
- To help inform the Chair-person as skills representative on the LEP Board.

#### Decision Making:

- This group operates as an advisory and influencing panel and does not hold any mandate in decision making.
- Agreed recommendations will be managed in accordance to SELEP Governance.
- Where decisions are within delegated thresholds they will be taken locally (by contracting authorities) or centrally (by the SELEP Secretariat).

#### Membership:

- **Chair:** Graham Razey, Principal East Kent and Canterbury College
- SELEP Skills Lead
- One representative per Upper Tier Local Authority
- One representative per ESB if different to the above
- Sussex Council of Training Providers
- Essex Provider Network
- Kent Association of Training Organisations
- College representative from Essex, Southend, Thurrock
- College representative from Kent and Medway
- College representative from East Sussex
- Two university representatives (from different federated areas)
- Voluntary and community sector representative
- HM Prison Service representative

- As the group does not hold any mandate in decision making there is no requirement for a quorum
- Representatives are to be determined by the Member organisation

### **Operation:**

- The group will meet bi-monthly (subject to change as deemed necessary or review). Meetings will be held in a central location.

### **Members of the group will:**

- Attend each meeting, or if unable to attend, endeavour to send a representative.
- Inform the organisation they represent of progress made by the Working Group and consult them on key issues and recommendations.
- Treat any information received and discussed with sensitivity and where appropriate in confidence.
- As part of the federated model, as well as representing their part of the sector, members have a role and responsibility to share and cascade information from this group to local partners and colleagues and seek their views where appropriate.

### **Support:**

- SELEP's Skills Lead will provide support in terms of administrative duties and agenda planning, production of minutes and will oversee a forward plan of action.

### **Publication**

- In accordance to SELEP Governance, notes of the meeting will be publicised on the SELEP website