



## Terms of Reference for Skills Sub Group of the Oxfordshire Local Enterprise Partnership Board

<p>Purpose</p>	<p>The OxLEP skills agenda is supported and delivered by the Oxfordshire Skills Board (OSB) operating as sub group of, and under the rules of governance of OxLEP. The Skills Sub Group (OSB) is charged with developing a strategic &amp; coordinated approach to skills support activities aligned to Oxfordshire’s economic growth ambitions, as articulated in the <a href="#">Oxfordshire Local Industrial Strategy (OIS)</a>, and the extant <a href="#">skills strategy</a>.</p> <p>It will promote OxLEP skills activities and will provide strategic oversight of the following activities;</p> <ol style="list-style-type: none"> <li>I. OxLEP’s Education Business Links &amp; Career Education Information Advice &amp; Guidance; and Apprenticeships, labour market intelligence, post 16 and skills strategy functions – and any other skills programmes OxLEP may manage in the future</li> <li>II. The OSB will provide thought leadership and act aligned to the principals of a ‘select committee’ for skills support locally</li> </ol> <p>Further OSB will fulfil the functions of a Skills Advisory Panel as set out in <a href="#">HMG’s December guidance</a></p>
<p>Responsibilities and Remit</p>	<p>The OSB does not have any delegated decision-making powers; rather it is an advisory group that makes recommendations to the OxLEP Board</p> <p>The OSB will maintain strategic oversight of all skills programmes including those funded through core, Growth Deal, Careers &amp; Enterprise Company and European Union Structural Investment Fund (ESIF) programmes. The role extends to light touch oversight of financial and operational performance, project development and any other skills activities relevant to its remit.</p> <p>The OSB is free to consider and debate any other skills issues not linked nor directly related to any OxLEP programs and to lobby relevant stakeholders as appropriate.</p> <p>The OSB will;</p> <ul style="list-style-type: none"> <li>• Produce robust evidence-based skills and labour market analysis which clearly identifies existing local skills and employment challenges, and identifies key areas of future needs relating to projected local employment growth areas that support Oxfordshire’s economic growth ambitions</li> <li>• Oversee the development of the process for/and fulfil the role of co-commissioning of further education skills funding into Oxfordshire</li> </ul>

- Develop skills needs priorities statement covering the short-term and longer-term priorities necessary to support economic growth
- Lobby and promote Oxfordshire’s skills ambitions and challenges to various audiences including national and local government and training providers
- Develop regular labour market intelligence briefings for dissemination to schools, colleges, employers and parents to ensure greater awareness of the direction of travel for the local economy
- Develop, support, influence and co-ordinate a series of interventions that support Oxfordshire’s economic growth
- OSB will ensure, through its chair, or nominated deputy, skills input and direction to the OxLEP board
- Strengthen existing relationships and knowledge of the range of both local, regional and national skills, training and employment provision that exists or are planned
- Provide assistance to the accountable body to support its assurance and financial management role, including providing a clear audit trail of all progress, spend and performance
- Communicate with other LEP sub groups and stakeholder groups to ensure there is alignment between programmes and work-streams wherever possible to a) avoid duplication of effort, and b) to enhance and increase the impacts of a particular programme.

Membership

The OSB draws representatives from relevant local key stakeholder groups, including (but not limited to); public and private sector employers, further education, higher education, local authorities, schools, private training providers, and other key stakeholders appropriate to the remit.

Members will be visionary independent thinkers who have the determination to be objective and non-partisan, and who will be focussed on initiatives that will benefit Oxfordshire.

Membership will be limited to 20 members, to reflect the increased responsibilities of a Skills Advisory Panel. Private sector members will be largest group by sector.

New members will be appointed by a majority decision of current members.

All members must submit themselves for re-appointment no longer than every 3 years.

Current membership is as below:

NAME	POSITION AND ORGANISATION	STATUS	SECTOR
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Adrian Lockwood	Managing Director, Integration Technology	CHAIR	PRIVATE
Sean Wellington	Associate Dean, Strategy and Development, Oxford Brookes	DEPUTY CHAIR	HIGHER EDUCATION
Sally Dicketts	CEO, Activate Learning	MEMBER	FURTHER EDUCATION
Kate Berman	Operations Director, Olamalu	MEMBER	PRIVATE
Jon Wood	Senior Partnership Manager, DWP	MEMBER	PUBLIC
David Clarke	Deputy Director for Education, Oxfordshire County Council – Schools engagement	MEMBER	SECONDARY EDUCATION
Richard Kennell	Managing Director, SOFEA	MEMBER	VCS
David Martin	Operations Director, UK Atomic Energy Authority	MEMBER	PRIVATE
Simon Farrall	Head of Adult and Apprentice Training	MEMBER	PRIVATE
Prof Ewart Keep	Director - Centre for Skills Knowledge & Organisational Performance, Oxford University	MEMBER	HIGHER EDUCATION
Iain Littlejohn	Director of Organisation Design and Change Management at Change Audit Ltd	MEMBER	PRIVATE
Bob Price	Independent	MEMBER	INDEPENDENT
Richard Byard	Director of Business Development, OxLEP	MEMBER	PRIVATE
Matt Peachey	Economic Development Manager, Oxford City Council	ASSOCIATE	PUBLIC

In order to fulfil its SAP functions it is recommended OSB invite the following organisations to join from summer 2019.

Director level	Oxfordshire Skills Network (Private provider)	FURTHER EDUCATION
Portfolio Holder education/skills	Local Authority	PUBLIC

**Chair** OSB will elect a Chair and Vice Chair from its membership, which will be subject to ratification by the Nominations & Personnel Committee. These positions will be subject to re-election every 3 years. The Chair and Vice Chair must be from within the private sector (note - Universities are classed as private sector). The Chair will represent the Group at board meetings of the Oxfordshire Local Enterprise Partnership subject to approval of OxLEP board.

<p>Frequency of Meetings</p>	<p>The OSB will meet quarterly, or more frequently as required at the discretion of the Chair in advance of OxLEP Board meetings.</p> <p>The minutes of meetings and supporting papers shall be reported to the OxLEP Board on a quarterly basis and will be published on the OxLEP website.</p> <p>OSB will report on progress against its work plan to the Board at least annually. This report will be facilitated by the Chair or deputy chair.</p> <p>Sub group chairs and deputy chairs will meet as a group at least annually to provide feedback to the Board on operations and effectiveness of sub-groups.</p> <p>A quorum shall be five members including the chair or deputy chair, and an OxLEP senior officer.</p> <p>All decisions required by the meeting will be decided by a majority vote. If votes are equal, the Chair will have the casting vote.</p> <p>Meetings can be held via electronic means where a matter requires urgent attention.</p> <p>Members may attend the meeting via electronic means subject to the prior approval of the chair.</p> <p>If for any reason quorum is not achieved any decisions reached at the meeting will be ratified by OSB at the next quorate meeting, or electronically by majority as necessary.</p> <p>Invited guests or observers may attend meetings subject to the prior approval of the chair.</p>
<p>Administration</p>	<p>Administrative support will be provided by the OxLEP team.</p> <p>Agendas will be set in advance by the Chair (based on, but not limited to, a pre-agreed annual schedule of activity) and papers will be circulated to members 5 working days in advance of the meeting. All papers will be available on the OxLEP website.</p> <p>Any member can ask for items to be added to the agenda subject to the chairs approval.</p> <p>Action points arising from the meetings will be noted and where appropriate added to the work programme and reported at subsequent meetings.</p> <p>The OSB will review these terms of reference and self-assess it's performance on an annual basis prior to any changes to be submitted to the OxLEP Board for approval.</p>

Board and Sub-Group relationships

