



# **DORSET**

Local Enterprise Partnership

**Skills Advisory Panel & Board**

**Terms of Reference**

**September 2021**

**DfE's full advice on SAP objectives is included in Appendix 4 for reference.**

## **1. Purpose**

- The Skills Advisory Panel & Board (SAP&B) exists to support the growth of an inclusive economy with a highly skilled workforce where skills and employment provision meets business need and the aspirations of individuals.
- It oversees the development of a skills and employment plan to help enable business growth and enhance the employment and progression prospects for individuals working and living in Dorset.
- The Board provides the collective leadership and a strategic steer for skills and employment activity across Dorset to deliver on this objective.

## **2. Role of the SAP&B**

The Skills Advisory Panel & Board:

- 2.1 develops and supports key skills and employment interventions.
- 2.2 provide a strategic steer for the LEP Board on the employment and skills agenda.
- 2.3 lobbies to achieve required freedoms, flexibilities and resources to deliver Dorset's training and skills programme.
- 2.4 collaborates proactively to identify barriers and opportunities in delivering these key interventions.
- 2.5 galvanises the wider employer base to be involved in skills development.
- 2.6 provides effective coordination across the skills network.

## **3. Objectives**

3.1. In order to achieve the overarching aims set-out above, the Board will:

- Drive new thinking around support necessary for training and skills development across Dorset;
- Help prioritise and inform skills development initiatives;
- Make recommendations about the allocation of resources and funding proposals; and
- Ensure activities are linked effectively with the other strategic programmes.

3.2. All business of the Committee will be conducted in accordance with the Nolan Principles of Public Life (see Appendix 3).

## **4. Status**

4.1. The SAP&B is established as Committee to the Dorset LEP Board.

## **5. Membership**

- 5.1. The SAP&B will consist of 20 members; including representatives of key business sectors as well as training providers in Dorset. These representatives to include Higher and Further Education sectors, independent/commercial Training Providers &/or a strategic representative of the sector.
- 5.2. In the first instance the Board members will represent:
- i. Bournemouth University
  - ii. Arts University Bournemouth
  - iii. AECC University College
  - iv. Kingston Maurward College
  - v. Weymouth College
  - vi. Bournemouth & Poole College
  - vii. Dorset & Somerset Training Provider Network
  - viii. Bournemouth, Christchurch and Poole Council
  - ix. Dorset Council
  - x. Business sector representation
  - xi. Invitation will be extended to other organisations to attend from time to time, including;
    - i. Department for Work and Pensions, JobCentre Plus
    - ii. Education and Skills Funding Agency
    - iii. Cities & Local Growth Unit
- 5.3. SAP&B members serve in a personal capacity and will act in the interests of Dorset's resident and business populations.
- 5.4. The process for selecting representatives shall be determined by the LEP's Recruitment Process.
- 5.5. The SAP&B may co-opt up to three additional people to serve as members, if there is a clear requirement for additional expertise and experience for the successful delivery of the responsibilities. Co-opted members may only serve for a predetermined period.

## **6. Chair**

- 6.1. The Committee Chair shall be appointed by the LEP Board and be a member of the LEP Board. A Vice-Chair will be chosen from within the SAP&B membership. Both positions will be subject to annual renewal.
- 6.2. Duties of the Chair will include:
- o Leading the smooth and effective operation of the SAP&B;
  - o To ensure the Secretariat is operating effectively and within its mandate, that budgets are appropriately applied and that proper policies and processes are in place and observed;
  - o To ensure timely advice and reporting to the Dorset LEP Board relating to the work of the SAP&B.

- To undertake activity as required according to the delivery plan and strategy.

## **7. Representation and attendance**

- 7.1. Members are expected to attend not less than 75% of meetings over a twelve month period.
- 7.2. Deputies shall not attend meetings, unless agreed with the Chair, in writing, five working days before the meeting.

## **8. Decisions**

- 8.1. The SAP&B shall operate on the basis of consensus.
- 8.2. In the event that a consensus cannot be achieved on a matter requiring decision, that decision shall be taken by vote and carried if it is supported by over 50% of those present.
- 8.3. In the event of a tied decision, the Chair of the meeting will cast the deciding vote.
- 8.4. There should be a quorum of 8 members; this should include the Chair or the Vice Chair for a meeting to be quorate.
- 8.5. If a decision needs to be made outside of the meeting, decision can be sought via Written Procedure (Appendix 1). In such cases, the LEP executive team shall write to each Committee member requesting agreement to a specified course of action. Committee members shall be given no fewer than five working days to respond to the LEP executive.
- 8.6. For a decision to be taken by Written Procedure, the number of members participating and the composition of those members must be as required for a quorate meeting. Over 50% of members responding to the request must indicate agreement to the proposal.
- 8.7. All decisions made by Written Procedure shall be ratified at the next scheduled meeting.

## **9. Meetings and papers**

- 9.1. Meetings shall be held on at least a quarterly basis with a minimum of four meetings per annum. A calendar of future meetings will be set for a year at a time although the minimum notice required for a meeting is two weeks, to ensure that all members are afforded the opportunity to attend.
- 9.2. The agenda and papers for meetings shall be approved by the Chair and issued at least five working days in advance of the meeting by the Secretariat.
- 9.3. Meeting minutes shall be approved in draft form by the Chair and disseminated to members no later than ten working days following the meeting. Minutes shall remain in draft until approval by the SAP&B at the next meeting.

- 9.4. Minutes shall be made publicly available on the Dorset LEP website. Minutes will be redacted were they contain personal information about individuals or commercially sensitive data or for good legal reason.

## **10. Conflicts of interest**

- 10.1. The SAP&B shall ensure that all conflicts of interest are fully disclosed.
- 10.2. The Secretariat shall maintain a Register of Members' Interests and publish these on the Dorset LEP website. Members shall supply information to the Secretariat for inclusion in the register, or a nil return, on joining the SAP&B, in response to any request for an update and on becoming aware of any new interest. The Secretariat will circulate a request for information about interests annually.
- 10.3. Should a member's interests change, s/he shall inform the Secretariat at the earliest opportunity.
- 10.4. Should an issue be discussed by the SAP&B which presents a conflict of interest to a member, the member shall declare the conflict of interest, regardless of whether s/he has previously declared the interest in the Register of Members' Interests. Such declarations shall be minuted.
- 10.5. Members shall not vote or participate in discussions on any issues on which they have registered an interest.

## **11. Reporting to the Dorset LEP Board**

- 11.1. The SAP&B shall be fully accountable to the Dorset LEP Board and shall have Dorset LEP board member representation.
- 11.2. The SAP&B will provide a regular report to the Dorset LEP Board in writing on quarterly basis, or on a cycle to be agreed with the Dorset LEP Board.
- 11.3. The SAP&B will provide timely advice to the Dorset LEP Board, bringing to its attention matters of importance or responding to its requests.
- 11.4. All papers to be considered by the Dorset LEP Board must be provided at least 7 days in advance of the Dorset LEP Board meeting.

## **11. Review**

- 11.1 The SAP&B shall arrange for periodic reviews of its own membership, its own performance and review its terms of reference to ensure it is operating at maximum effectiveness and recommend any changes it considers necessary to the LEP board for approval.

## **Appendix 1**

### **Written Procedure**

- A copy of the written resolution must be sent to every member of the committee together with a statement informing the member how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse.
- A member of the committee signifies their agreement to a proposed written resolution when the Company receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution.
- If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature.
- If the Document is sent to the Company by Electronic Means, it is authenticated if it bears the member's signature or if it is from an email Address notified by the member to the committee for the purposes of receiving Documents or information by Electronic Means.
- A written resolution is passed when the required majority of eligible members have signified their agreement to it.
- A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.

## **Appendix 2**

### **7 Legal Duties of a Company Director** *(applies to those members of the committee who are also LEP Board Members)*

Extract from <https://companieshouse.blog.gov.uk/2019/02/21/7-duties-of-a-company-director/>

#### **Duty to act within powers**

A director of a company must—

- (a) act in accordance with the company's constitution, and
- (b) only exercise powers for the purposes for which they are conferred.

#### **Duty to promote the success of the company**

A director of a company must act in the way he considers, in good faith, would be most likely to promote the success of the company.

#### **Duty to exercise independent judgment**

#### **Duty to exercise reasonable care, skill and diligence**

#### **Duty to avoid conflicts of interest**

#### **Duty not to accept benefits from third parties**

#### **Duty to declare interest in proposed transaction or arrangement**

(1) If a director of a company is in any way, directly or indirectly, interested in a proposed transaction or arrangement with the company, he must declare the nature and extent of that interest to the other directors.

## **Appendix 3**

### **Nolan Principles of Public Life**

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



## Appendix 4

**DfE - Remit and Responsibilities of Skills Advisory Panels** . (extract from the SAP Role and Governance, Dec 2018).

**We expect Skills Advisory Panels to have an advisory role with regard to their LEP with the following responsibilities:**

**1. Provide a strong leadership role** on skills in the local area, engaging with employers and providers and providing skills advice to the accountable board of the LEP or MCA.

**2. Developing a clear understanding of current and future local skills needs** and local labour market as well as the present skills and employment support provision in the local area.

We expect Skills Advisory Panels to do this by:

- producing robust and authoritative 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
- developing a sophisticated understanding of both the local labour market and skills provision in the local area, the extent to which labour mobility within, or into, a local economy can address skills needs, and the projected gaps between skills needs and skills provision
- building knowledge of the range of both local, regional and national employment provision that exists or is planned
- presenting the analysis at board level and sharing it with the wider employer and provider communities to ensure that their perspective on the local labour market and local employment and skills system is reflected in the prioritisation the board takes forward
- providing analysis to inform the development and the implementation of the 'People' element of Local Industrial Strategies

**3. Building on this high quality analysis** to develop a clear approach to addressing skills and employment challenges within the local area, including by looking ahead to likely skills priorities in the coming decade.

We expect Skills Advisory Panels to do this by:

- building an understanding of the local area across a range of partners including employers (SME and larger employers from across the private and public sectors), all types of providers and other key partners (including the community & voluntary sector) to agree shared approaches to addressing the challenges the analysis has identified
- working with the LEP or MCA to develop the 'People' element of the Local Industrial Strategy

**4. Understanding the wider dependencies in the local area** and working together with other parts of the LEP or MCA to:

- link them to the skills and employment analysis as well as strategic plans
- ensure the 'People' element of the Local Industrial Strategy is integrated effectively with the wider work of the LEP or MCA

**5. Acting as co-ordinator of local skills providers.**

We expect Skills Advisory Panels to do this by:

- fostering co-operation between providers in mix of provision
- actively working with a range of local providers (Further Education, Higher Education and independent) to plan for how the skills needs are to be met
- encouraging local providers to reflect the Skills Advisory Panel analysis when planning for T Levels implementation and delivery, and for the Skills Advisory Panel analysis to inform the investments that are made in the provider base to prepare for T Levels roll-out .

**6. Working closely with careers advisory services** (National Careers Service and Careers Enterprise Company) to ensure that potential learners are informed about potential career routes within a local area, and that all careers information and guidance is informed by up-to-date local labour market information.

This will involve Skills Advisory Panels working with:

- the Careers & Enterprise Company's Enterprise Advisor Network, based in LEPs, to ensure that the Skills Advisory Panel analysis is shared through the network and informs the activities they support locally
- the National Careers Service area-based contractors to ensure that Skills Advisory Panel analysis is embedded into advice and guidance given to adults

**7. Raising the profile of apprenticeships with local employers and providers.**

**8. Advising where skills and labour market resource should be directed** to support local employers and residents, using its understanding of existing employment support provision in the local area and the needs of the local labour market. 9. Sharing analysis and best practice, as widely and transparently as possible, with central government and other Skills Advisory Panels to learn from each other and tackle wider skills challenges.