

Dorset Local Enterprise Partnership

Skills Advisory Panel & Board Terms of Reference

November 2019

1. Purpose

- 1.1. The Skills Advisory Panel & Board (SAPB) 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.
- 1.2. 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.
- 1.3. The Board provides the collective leadership and a strategic steer for skills and employment activity across Dorset to deliver on this objective.
- 1.4. The SAPB:
 - develops and supports key skills and employment interventions
 - provides a strategic steer for the LEP Board on the employment and skills agenda
 - lobbies to achieve required freedoms, flexibilities and resources to deliver Dorset's training and skills programme
 - collaborates proactively to identify barriers and opportunities in delivering these key interventions
 - galvanises the wider employer base to be involved in skills development
 - provides effective coordination across the skills network.

2. Objectives

- 2.1. 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;
 - Ensure activities are linked effectively with the other strategic programmes.

3. Status

- 3.1. The SAPB is established as Committee to the Dorset LEP Board.
- 3.2. The SAPB shall be fully accountable to the Dorset LEP Board.

4. Membership

4.1. Representation

- 4.1.1. All business of the Committee will be conducted in accordance with the Nolan Principles of Public Life (Appendix 1).
- 4.1.2. 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.

4.1.3. In the first instance the Board members will represent:

- I. Bournemouth University
- II. Arts University Bournemouth
- III. AECC (chiropractic university)
- IV. Kingston Maurwood College
- V. Weymouth College
- VI. Bournemouth & Poole College
- VII. Dorset & Somerset Training Provider Network
- VIII. Bournemouth Poole and Christchurch Council
- IX. Dorset Council

Invitation will be extended to other organisations to attend from time to time, including;

- I. JobCentre Plus
- II. Education and Skills Funding Agency
- III. Cities & Local Growth Unit

4.1.4. SAPB members serve in a personal capacity and will act in the interests of Dorset's resident and business populations.

4.1.5. The process for selecting representatives shall be determined by the Nomination & Remuneration Committee.

4.1.6. The SAPB 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.

4.2. Chair

4.2.1. The SAPB Chair shall be appointed by the Dorset LEP Board and be a member of the Board. A Deputy Chair will be chosen from within the SAPB. Both positions will be subject to annual renewal.

4.2.2. Duties of the Chair will include:

- Leading the smooth and effective operation of the SAPB
- 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
- To ensure timely advice and reporting to the Dorset LEP Board relating to the work of the SAPB
- To undertake activity as required according to the delivery plan and strategy.

4.3. Attendance

4.3.1. Members are expected to attend not less than 75% of meetings over a twelve month period.

4.3.2. Deputies shall not attend meetings, unless agreed with the Chair, in writing, five working days before the meeting.

4.4. Conflict of Interest

- 4.4.1. The Committee shall ensure that all conflicts of interest are fully disclosed.
- 4.4.2. The Secretariat shall maintain a Register of Members' Interests. Members shall supply information to the Secretariat for inclusion in the register, or a nil return, on joining the Committee, 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.
- 4.4.3. Should a member's interests change, s/he shall inform the Secretariat at the earliest opportunity.
- 4.4.4. Should an issue be discussed by the Committee 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.
- 4.4.5. Members shall not vote or participate in discussions on any issues on which they have registered an interest.

5. Meetings

5.1. Frequency

- 5.1.1. 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.

5.2. Papers

- 5.2.1. The agenda and papers for meetings shall be issued at least 5 working days in advance of the meeting by the Secretariat.

5.3. Quorum

- 5.3.1. There should be a quorum of 8 members; this should include the Chair or the Vice Chair for a meeting to be quorate.

5.4. Decision Making

- 5.4.1. The Committee shall operate on the basis of consensus.
- 5.4.2. 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.
- 5.4.3. In the event of a tied decision, the Chair of the meeting will cast the deciding vote.
- 5.4.4. If a decision needs to be made outside of the meeting, decision can be sought via Written Procedure (Appendix 2). In such cases, the Secretariat 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 Secretariat.

5.4.5. 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.

5.4.6. All decisions made by Written Procedure shall be ratified at the next scheduled meeting.

5.5. Minutes

5.5.1. Meeting minutes shall be disseminated to members no later than ten working days following the meeting. Minutes shall remain in draft until approval by the Committee at the next meeting.

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

6. Performance Review

6.1. The Committee shall arrange for periodic reviews of its own performance and review its Terms of Reference annually to ensure it is operating at maximum effectiveness and to recommend any changes it considers necessary.

Appendix 1: 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 2: Written Procedures

1. 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.
2. 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.
3. If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the member's signature.
4. 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.
5. A written resolution is passed when the required majority of eligible members have signified their agreement to it.
6. A proposed written resolution lapses if it is not passed within 28 days beginning with the circulation date.